



Housing and Redevelopment Authority in and for the City of Belle Plaine

**SINGLE FAMILY HOME DOWN PAYMENT GRANT PROGRAM
POLICY AND PROCEDURES**

Purpose

The purpose of the Single Family Home Down Payment Grant Program is to encourage ownership of newly constructed single family residences within the City of Belle Plaine. Homeowners may apply for down payment assistance in an amount of up to \$2,000 upon purchase of a newly constructed home. The newly constructed home must be completed with the assistance of at least one contractor with its business located in the 56011 zip code. A 'new home' is defined as a single family dwelling unit that has not previously been occupied and for which a new home permit was issued by the City of Belle Plaine.

Goal

To promote new home construction and home ownership of single family residences within the City of Belle Plaine.

Availability

Each applicant may apply for up to \$2,000 in down payment assistance by submitting the attached application to the HRA. HRA Staff will review the grant applications and will approve the amount of the final grant to the extent funds are available. The Single Family Home Down Payment Grant Program will be administered under written policy and procedures to the extent funds are allocated and available to the grant program by the HRA Board. Initially it is expected that this grant program will be funded in the amount of up to \$10,000 per year.

Applicant Eligibility

Applicants must apply for the Single Family Home Down Payment Grant Program **within 30 days after the closing** on a home located within the corporate boundaries of the City of Belle Plaine. The home must have at least one contractor that worked on the construction of the home must have its business located in the 56011 zip code. Applicants must intend to live in the home for at least one year. Applicants may not apply for assistance under the Single Family Home Down Payment Grant Program for rental properties. If the Applicant sells the home or converts it to rental property within one year of occupancy the grant authorized and distributed under this Program must be repaid to the Belle Plaine HRA.

When Payment Made

If an applicant is provided a grant under this program, the grant will be paid once the applicant moves into the completed home and provides evidence to the HRA that a down payment in, at least the amount of the grant, was paid by the applicant. The applicant will also need to provide a copy of the deed and proof of filing homestead on the property.

Right to Deny

The Housing and Redevelopment Authority in and for the City of Belle Plaine has the right to deny any application based on its discretion.



City of Belle Plaine
 218 N. Meridian Street
 P.O. Box 129
 Belle Plaine, MN 56011

Community Development Dept.
 Phone: 952-873-5553
 Fax: 952-873-5509
 www.belleplainemn.com

SINGLE-FAMILY HOME DOWN PAYMENT GRANT PROGRAM APPLICATION

Date of Application:

APPLICANT

Name:

Phone:

Address:

E-Mail:

SUBJECT HOME

Address:

Belle Plaine, MN

P.I.N:

Year Constructed:

Lot Number:

Block Number:

Subdivision:

CONTRACTOR

Within 56011

Name or Company:

Phone:

Contractor's License:

E-Mail:

Address:

56011

SUBMISSION OF APPLICATION MUST INCLUDE:

- New Home Building permit obtained, not previously occupied
- Proof of Ownership (Deed)
- Homestead filing
- Proof of Down payment

All materials must be submitted no later than 30-days after the closing.

Upon approval of the application, payment can be issued to property owner.

I have read and understand the Policy for the Single-Family Home Down Payment Grant Program of the Belle Plaine Housing and Redevelopment Authority.

SIGNATURE OF APPLICANT: _____ DATE: _____

OFFICE USE ONLY

Date Application Received:

Project Completion Date:

Proof of ownership, down payment and homestead filing

Contractor within 56011

Certificate of occupancy issued:

Zoning ordinance compliant

Date:

New building permit issued

Permit #

Reimbursement check issued: # _____

Approved _____ Amount: \$ _____

Denied _____

Issue Date:

Comments: _____

Building Official or Designee:

Date:

Zoning Administrator or Designee:

Date: