

**Urban Enterprise Association of South Bend, Inc.**  
**VACANT TO VALUE (V2V) REPAIR GRANT PROGRAM**  
**PRE-APPLICATION**

*Please write clearly, applications that are not legible will not be processed. If you have any questions about the pre-application or process please contact Elizabeth Maradik at (574)235-5821 or emaradik@southbendin.gov.*

Submit completed pre-application along with the application fee (a non-refundable check, money order, or cash in the amount of **\$5.00 for each applicant and co-applicant**. Make checks or money orders payable to: Urban Enterprise Association of South Bend, Inc.) to:

*Urban Enterprise Association of South Bend, Inc.*

*Attn: Elizabeth Maradik*

*227 W. Jefferson Blvd, Suite 1400S*

*South Bend, IN 46601*

**Contact Information:**

Applicant Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

The best way to reach me is by calling my \_\_\_\_\_ phone number.

**Abandoned Property Information:**

*To be eligible a property must be designated as abandoned by the City of South Bend. Abandoned properties are defined as a house where no one has lived in at least 90 days AND has a housing related code enforcement violation that has not been addressed for more than 30 days. Abandoned property information can be found at [www.southbendin.gov/vap](http://www.southbendin.gov/vap); properties determined by the City as having an outcome of repaired are not eligible.*

Property Address: \_\_\_\_\_

South Bend, IN Zip: \_\_\_\_\_

Does Applicant Own Property? Yes \_\_\_\_ No \_\_\_\_ If yes, how long? \_\_\_\_\_

If no, does applicant have signed purchase agreement? Yes \_\_\_\_ No \_\_\_\_ (When is the anticipated closing date for the purchase of the property? \_\_\_\_\_)

Is the property current with its property taxes? Yes \_\_\_\_ No \_\_\_\_

Does applicant plan to own and live in house, as primary residence, for at least 3 years?  
Yes \_\_\_\_ No \_\_\_\_

Does the applicant currently reside in the house? Yes \_\_\_\_ No \_\_\_\_ If yes, for how long? \_\_\_\_\_

Does the property have an affirmed demolition order through the City of South Bend's Dept. of Code Enforcement? Yes \_\_\_\_ No \_\_\_\_ I don't know \_\_\_\_

**Applicant Information:**

As part of the pre-approval process, the UEA or a partner agency will complete a credit check.

Applicant Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Co-Applicant Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Does the applicant have an unpaid collection or judgment with the City of South Bend, or with any State or Federal agency? Yes \_\_\_\_ No \_\_\_\_

Does the applicant own, or have affiliation or association with any individual or entity that owns, additional property? Yes \_\_\_\_ No \_\_\_\_

If yes, list addresses (*if necessary, use additional sheets of paper*):

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For the additional owned property:

- Is/Are the property(s) current with property taxes? Yes \_\_\_\_ No \_\_\_\_
- Does/Do the property(s) have code enforcement violations? Yes \_\_\_\_ No \_\_\_\_

If you have an affiliation or association with any individual or entity that owns additional property, list name(s) (*if necessary, use additional sheets of paper*):

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**NEXT STEP:**

*The UEA will review the pre-application to verify qualification, including performing a credit check for each applicant. Following review, UEA staff will contact you to either inform you of ineligibility or to arrange a meeting at the property in order to conduct an interior and exterior inspection of the property and identify code enforcement violations / required improvements. At the meeting, you will be provided with an application.*

The applicant (s) certifies that all information given in this pre-application and all information furnished in support of this application is given for the purpose of obtaining abandoned housing repair assistance through the Urban Enterprise Association. Furthermore, all of the information is true and complete to the best of the applicant (s) knowledge.

**Penalty for false or fraudulent statement U.S.C. Title 18, section 1001 provides:** “Whoever in any matter within jurisdiction of any department or agency of the United States knowingly and willfully falsifies or makes false fictitious or fraudulent statements or representations or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined no more than \$10,000.00, or imprisoned not more than five (5) years or both.”

## APPLICANT’S CERTIFICATION AND AUTHORIZATION

1. I/We understand and agree that the Urban Enterprise Association of South Bend, Inc. or its partner the City of South Bend Department of Community Investment, will need to secure and verify documents supporting credit history in order to approve my/our request for assistance.
2. I/We agree to supply the Urban Enterprise Association of South Bend, Inc. with all information requested and give them authorization to verify all information contained in my/our application or any other documents required in connection with this program.
3. I/We hereby authorize and instruct the Urban Enterprise Association of South Bend, Inc. or its partner the City of South Bend Department of Community Investment or any credit reporting bureau which they may designate, to obtain any and all information concerning all credit matters which may be to assess my/our application for benefits from the Vacant to Value Repair Grant Program.
4. I/We agree that this information may be reproduced or photocopied and a copy shall be effective consent as the original signed form.
5. Homeowner (s) agrees not to allow the premises to be used as a site for any illegal use or sale of drugs or other controlled substances. Any such event by the homeowner or members of the homeowner’s family or guests will be an event of default under this application causing the City to cease processing or work on the homeowner’s home improvement project.
6. Homeowner certifies that the property submitted for assistance, on this application, will be the primary residence of the homeowner for a least three (3) years following the date of grant funds being dispersed.

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Applicant Signature

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Date

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Co-Applicant Signature

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Date