

How does the program work?

The process to participate in the program is outlined below.

1. The participant submits an application outlining the improvement to be completed.
2. The application is reviewed by City Staff and determined eligible for participation.
3. The participant submits a copy of the building permit, approved construction plans and executed contract for the work.
4. The participant completes the improvement.
5. The participant provides documentation of the completed improvement, payments made, executed loan agreement and promissory note and requests the loan amount.
6. The City reviews the loan request and if approved, disburses the loan.
7. Four (4) years following disbursement, the participant substantiates rent increases have been limited to no more than 3% annually and requests cancellation of the promissory note.

For a complete list of submittal requirements, see the program guidelines.

How can I get more information?

For specific program requirements or to obtain a copy of the program guidelines, application form, and loan documents visit the City's website at:

<http://www.ci.healdsburg.ca.us/649/Housing-Development-Department>

If you have questions or require additional information, contact the Housing Department at (707) 431-3317 or housing@ci.healdsburg.ca.us.



RESIDENTIAL RENTAL UNIT REHABILITATION LOAN PROGRAM



CITY OF HEALDSBURG
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Rental Unit Rehabilitation Loan Program

The City Council has made access to safe, affordable, and decent housing a top priority in our community. In an effort to retain and improve rental housing opportunities in Healdsburg, the City offers rehabilitation loans for improvement of rental units to property owners who agree to limit annual rent increases.



What kind of improvements are eligible?

A rehabilitation loan may be used to repair or replace water heaters, furnaces, windows, dry rot, roofs, plumbing, water and sewer lines, and foundations as well as for fire sprinkler installation, electrical upgrades and other improvements to address health, safety and structural deficiencies. For additional information on eligible and ineligible improvements, see the program guidelines.

What do I need to qualify?

Participants must be the legal owner of the rental unit. The unit must currently be rented and located in the City of Healdsburg. Loans may only be made to improve legally permitted:

- Single family residences
- Secondary dwelling units
- Duplexes
- Triplexes
- Multifamily residential property

Up to three (3) rental units owned by the same participant may be eligible for a loan. To be considered for a loan, the rent on the participating unit cannot have been increased more than 10% per year for each of the four years prior to participation in the program. For a complete list of the factors to be considered when determining eligibility, see the program guidelines.



What are the terms of the loan?

Reimbursable matching loans are available for up to 50% of the improvement cost, not to exceed \$4,000 per unit, for up to three units. Under the program, for the four years from the date of the loan, annual rent increases are limited to no more than 3%, and thereafter, they are limited to no more than 10% per year as long as the Rental Advisory is in place.

Loans are granted following completion of the improvement and maybe forgiven four years from the date the loan is disbursed. Loans are secured by a loan agreement and promissory note. For additional information on the loan terms, see the program guidelines.

How can I participate?

To be considered for the program, participants should submit the following:

1. A completed and signed application form;
2. A description of the improvement to be completed;
3. Two 8" x 10" dated photos demonstrating the need for the improvement; and
4. Copies of lease agreements for the past four (4) continuous years.

For additional information on submittal requirements, see the program guidelines.