

## What is the Home Improvement Loan Program?

Burlington County receives an allocation of Community Development Block Grant (CDBG) funds each year from the Federal government to provide assistance to residents of Burlington County through a variety of local housing-related and public service projects.

The Board of County Commissioners has designated a portion of these funds to be made available through the Home Improvement Loan Program, which is administered by the Division of Community Development and Housing.

The Home Improvement Loan Program provides technical assistance to qualified homeowners and makes 0 % interest property improvement loans of up to \$25,000 to correct substandard housing conditions and to eliminate health and safety hazards.

## Human Services Department

Letter from the Director:

The Department of Human Services includes services for community residents finding themselves in need of support. The Human Services Building provides the following at one site for convenience:

- Office of Aging
- Division of Behavioral Health & Youth Services
- Division of Community Development & Housing
- Employment & Training Division Workforce Development Board
- Housing Hub
- Veterans & Military Services

- Shirla Simpson, Director

### Department of Human Services

Human Services Facility  
795 Woodlane Road  
Westampton, NJ 08060

Email: [HumanServices@co.burlington.nj.us](mailto:HumanServices@co.burlington.nj.us)

Hours: Monday thru Friday - 8 am - 5 pm

[Www.co.burlington.nj.us/257/community-development-housing](http://Www.co.burlington.nj.us/257/community-development-housing)



"The Fair Housing Act prohibits discrimination in housing based on color, race, religion, national origin, sex, familial status or disability."

Department of Human Services  
Community Development & Housing

## Burlington County

## Home Improvement Loan Program



*Repair Your Home... Brighten Your Outlook*

Sponsored by the  
Burlington  
County Board of  
Commissioners





## What Are The Eligibility Requirements?

### You could be eligible if:

- You are the legal owner of the property in need of repair:
- Property is non-income producing
- You reside there as your principal residence;
- The property is located in a participating municipality;
- Your total household gross annual income is within the following income limits established for

## Gross Annual Income Requirements

(Effective Date: June 15, 2022)

|   |           |
|---|-----------|
| 1 | \$59,050  |
| 2 | \$67,450  |
| 3 | \$75,900  |
| 4 | \$84,300  |
| 5 | \$91,050  |
| 6 | \$97,800  |
| 7 | \$104,550 |

Applicants who meet the income guidelines established for Burlington County by the Federal government, may be eligible for a deferred payment loan.

"Gross annual income" is defined as the total annual amount of salaries, wages, tips, assistance grant child support, social security benefits, earned interest, dividends, etc. before deductions and taxes, received by the entire household.

## What are the terms of the loan?

No monthly loan payments are required, and repayment of the loan amount is deferred until there is transfer of title or no longer residing on the property and reviewed periodically.

The interest rate for individual rehab loans are 0% per annum, simple interest.

The maximum loan amount is \$25,000. Loans are limited to single family dwellings. All loans are secured by a Promissory Note and a Mortgage which will be recorded and will become a lien on the property.

The loans may be paid in full without penalty.

The loan is not assumable. The loan is due and payable when owner is no longer residing on the property . Should the property be sold during the life of the loan, or should title to the property change for any reason, or should the property become other than a single family owner occupied dwelling, the outstanding loan balance will become due and payable.

## Who will perform the work?

All work must be performed by insured contractors. It is the homeowner's responsibility to select the contractor and enter into a contract for construction. Community Development Program staff are available to advise the owner regarding the review of contractors' bids, the selection of contractors and specific construction contract

## How is your application processed?

The loan process involves the following steps:

- The applicant is interviewed by staff from the Community Development Office to determine preliminary eligibility and to explain how the program works.
- Upon the receipt and review of all documents, including verification of employment, title search and credit checks, the applicant will be notified that the program's Housing Inspector will conduct a property inspection and prepare a work write-up listing all substandard housing Conditions.
- The work write-up is reviewed with the owner. A preliminary cost estimate is prepared and bids are obtained from qualified General Contractors.
- Once there is an accepted bid and contract amount, the loan application is presented to the Board of County Commissioners for approval.
- **Upon approval by the Board, the loan documents are prepared and a closing date is scheduled.**
- The owner then enters into an agreement with the chosen contractor and work begins. Payments are issued as the work progresses, after inspection and approval by the Municipal Construction official (where applicable), program staff and upon acceptance of the work by the owner.

**HOME IMPROVEMENT LOAN PROGRAM (609) 265-5577**

[CommunityDev@co.burlington.nj.us](mailto:CommunityDev@co.burlington.nj.us)