

**Division of Housing Services  
City Hall, Room 218A  
(856) 757-7344**

**Property Improvement Program**

**Fact Sheet**

To assist property owners by eliminating a specific condition of a nature that, if left unattended, may result in further damage to the property or possibly create a situation detrimental to the health and safety of the occupants of that property.

Clients who received prior emergency assistance will not be eligible for any more assistance under the Property Improvement Program (PIP). Clients who received previous assistance totaling \$10,000 under other City Programs will not be eligible to participate in the Property Improvement Program. First Time Homebuyers recipients are eligible for this assistance on a **one** time basis only after their continued residence in the subject property for three (3) years from the date of settlement and the requested assistance is not covered (roof) under a specific warranty.

The maximum PIP grant will be **\$5,000**. Eligible applicants will not be responsible for any private contribution contingent on final repair costs not exceeding the maximum grant. However any documentation (savings, checking statements, etc) that confirms applicant's to possess assets (cash, stocks, money market accounts) that exceeds \$10,000 will require said applicant to contribute 25% toward these costs. Also any repair costs that exceed the \$10,000 maximum PIP Grant must be paid by the applicant.

*Note: Due to the expected demand for this program and limited funding, priority will be given to senior citizens, applicants who never received prior assistance and conditions posing an imminent hazard, i.e. broken sewer line, collapsing roof and inoperable heating system. The Division of Housing Services reserves the right to prioritize these applicants accordingly.*

All applicants will be processed on a first come, first serve basis.

**Documents needed at time of application.**

1. Property Deed
2. Proof of income of all family members: two (2) recent pay stubs and/or letter from Welfare or Social Security.
3. Most recent "1040 Income Tax Return" and W-2's from all employers. If applicant worked and did not file must provide a letter from IRS stating they did not file.
4. Copies of most recent checking and/or savings account statement from applicant and all household members.

5. Identification of all family members (Drivers License or Government ID, etc....)
6. Pictures of the front of your property and next door property .

Applicants who do not have required documentation at scheduled intake will not be permitted to complete application and will have to reschedule appointment (which may jeopardize their eligibility).

Note: Individuals on deed who do not reside in property must show proof of current residence (driver's license, PSE&G Bill, etc.)

All municipal obligations (taxes, water and sewer) must be current at time of application as verified on the telephone interview sheet.

### **Inspection Process**

All inquiries for assistance under this program will be referred to the Division of Housing Services (DHS). Upon receipt of a minimum of 3 contractor proposals for the specific condition a determination will be made by Division of Housing Service (DHS) to qualify the lowest reasonable proposal. Upon completing the application process and receiving the City's final approval, a proceed order will be issued and the contractor notified to complete the work within 30 days.

***Note: DHS will provide a listing of contractors to the applicant who are registered with the City and licensed in the field related to the requested work. Although issued as an aide to identifying eligible contractors and expediting the receipt of bids, it is not intended to pre-qualify their expertise or restrict the applicant from soliciting contractors outside the list.***

### **Eligibility Requirements & Restriction**

1. Must be owner-occupant of property for one (1) year prior to date of application (based on date of Deed. Lease purchase agreements will not be eligible. Annual family income must be within Section 8 limits described herein.
2. Property tax, water and sewer bills must be paid to date. Note: City will consider applicants with Agreements to pay past due obligations if said Agreement has been in effect for a least six (6) months and applicants is current with all terms of Agreement.
3. Eligible repairs are limited to any one (1) of the following systems:
  - a. Repair/replace existing roof(s) including main and porch.***
  - b. Repair/replace existing heating system. (In the time of October) case by case exception.***
  - c. Replace hot water heaters***
  - d. Repair sewer lines to restore adequate water pressure and eliminate the hazard of defective piping or leaking fixtures that contaminate the house or crawl space with sewer gas or running water that can transmit disease.***

**APPEAL PROCESS:**

All requests appealing the rejection of a Property Improvement Program application must be submitted in writing by the respective applicant(s) within seven (7) working days from the date of the City's letter notifying them of their initial decision.

All (written) appeals must be sent to the Division of Housing Services (DHS) and contain justification for reversal of the original funding decision. Upon its receipt the DHS will convene a meeting of the committee comprised of City officials who will discuss the merits of the appeal followed by a letter advising the applicant(s) of the committee's decision. A successful appeal will result in the immediate re-instatement of the application. If the appeal is rejected the respective file will be closed.



**INCOME LIMITS**  
**Household Size**

**Maximum Income**

1	\$ 54,150
2	61,850
3	69,600
4	77,300
5	83,500
6	89,700
7	95,900
8	102,050



Revised on July 29,2020.