



# North Miami Housing Rehabilitation Program Pre- Application Checklist for Lottery Drawing

Learn if you qualify to receive housing repair assistance in the City of North Miami. On Tuesday, September 25, 2018, the North Miami City Council adopted a new application time period and replaced the first-come, first-served, first qualified criteria with a new lottery system. This pre-application checklist is required to be considered for the lottery.

Benefit: These repairs will increase property value, add aesthetic beauty to the community, assist homeowner with much needed repairs and promote public health and safety issues.

Eligible Repairs:

- Replacement of roof, fascia and soffit
- Install hurricane impact windows and doors
- Installation of shutters
- Installation of garage door
- Address electrical and plumbing repairs
- Heating, Ventilation, and Air Conditioning (HVAC)
- Bringing the property to the current Florida Building Code
- Exterior Paint
- Sliding Glass Door

**COMPLETE THE APPLICATION CHECKLIST AND ATTACH REQUIRED DOCUMENTATION**

- Proof of Property Ownership Warranty Deed, or Quit Claim Deed, or Satisfaction of mortgage
- Most recent mortgage statement
- Six (6) most recent last bank statements
- Most recent utility bills (North Miami Utility Bill and/or FPL)
- Three (3) consecutive pay stubs for all employed household members 18 years old or older
- Federal income tax returns /W-2 forms for the previous two (2) years (2016 & 2017) for all working adults currently residing in the household (If self-employed last 3 profit and loss statement)
- Most recent award letter from Social Security Administration
- Driver’s license, and/or passport, resident’s card, naturalization papers and social security cards for all persons over 18 years of age currently residing in the household
- Birth Certificates (with the parent(s) or applicant’s name listed), passport, resident card, naturalization papers and social security cards for each current resident under 18 years old. Other acceptable identification: school records (with the parent(s) name and address), court-ordered letter of guardianship, or letter of adoption.
- Proof of homestead on property
- Flood insurance required if property is located in a flood zone
- Meet Income eligibility requirements, see chart to the right.

Households must meet gross annual incomes not exceeding 80% Area Median Income (AMI) limits established by the U.S. Department of Housing and Urban Development (HUD) for the jurisdiction of North Miami, FL. The applicable low-income limits for determining program eligibility are published by HUD in the federal register and are updated annually.

Maximum Income Limit-Adjusted for Household Size Income Limits Effective 04/09/2018 (subject to change)	
Household Size	Income Limit 80%
1 Person	44,100
2 People	50,400
3 People	56,700
4 People	62,950
5 People	68,000
6 People	73,050
7 People	78,100
8 or More	83,100

The documents listed in the checklist are required to be considered for the lottery. Documents along with the application will be accepted **by appointment only** at the Community Planning and Development Department – Housing Division located at 12400 NE 8 Avenue, North Miami, FL 33161, Monday – Friday. Applications for the North Miami Housing Rehabilitation Program will be available online and accepted in-person October 1 - 31, 2018.

For more information, contact Housing Coordinator Tommie Frison in the Community Planning & Development Department at 305-893-6511 ext. 19013 or via email at [housingcomments@northmiamifl.gov](mailto:housingcomments@northmiamifl.gov).