



# Application

The Village of Oak Park  
Neighborhood Services Division  
123 Madison Street  
Oak Park, Illinois 60302-4272

708.358.5410  
Fax 708.358.5124  
www.oak-park.us  
[housing@oak-park.us](mailto:housing@oak-park.us)

## Multi-Family Housing Incentives Program

\_\_\_\_\_ Application for: Grant (Including a Marketing Services Agreement)  
Date Marketing Services Agreement Only

### Building Information

\_\_\_\_\_ Building Address \_\_\_\_\_ Date Acquired \_\_\_\_\_

\_\_\_\_\_ No. of Dwelling Units \_\_\_\_\_

\_\_\_\_\_ Owner \_\_\_\_\_ Individual Trust Other \_\_\_\_\_

\_\_\_\_\_ Trustee \_\_\_\_\_ Trust No. \_\_\_\_\_ Date of Trust \_\_\_\_\_

Is the building in a historical district?  Yes  No

### Applicant Information

\_\_\_\_\_ Name \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_ Mobile \_\_\_\_\_

\_\_\_\_\_ City, State, Zip \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

Applicant Is  Owner  Agent  Beneficiary of Trust Other \_\_\_\_\_

### Taxpayer ID No.

\_\_\_\_\_ SSN \_\_\_\_\_ FEIN \_\_\_\_\_

### Property Indebtedness

\_\_\_\_\_ Lender \_\_\_\_\_ Monthly Payment \_\_\_\_\_

\_\_\_\_\_ Balance \_\_\_\_\_ Maturity Date \_\_\_\_\_

\_\_\_\_\_ Instrument \_\_\_\_\_ Fax \_\_\_\_\_

### Program Participation

Has this building previously participated in the MFHIP Program?  No  Yes, date(s) last participated \_\_\_\_\_

Has the owner participated in the MFHIP Program using another building?  No  Yes, date(s) last participated \_\_\_\_\_

If "yes" to either question, have any submitted projects NOT been completed (you didn't receive the grant money awarded)?  No

Yes, please explain: \_\_\_\_\_



---

**Attachments**

Please provide the following attachments with your completed application, where applicable:

- Proof of Property Insurance
  - Mortgage Confirmation
  - Construction Specifications (with unit breakdown)
  - Sales Agreement, if recently purchased
  - Partnership Agreement, if applicable
  - Statement of Management Agreement/Plan, if applicable
- 

The undersigned applies for the grant indicated in this application, for the purposes listed, in connection with the property described herein, and represents that the property will not be used for any illegal or restricted purposes and that all statements made in this application are true and are made for the purpose of obtaining the grant. Verification may be obtained from any source named in this application.

The undersigned owner(s) of the property referred to in this application hereby requests that the Department of Development Customer Services of the Village of Oak Park will perform an Annual Multi-Family Building Inspection (ABI) on the subject property if such an inspection has not occurred in the past two years, and that copies of the reports be sent to the undersigned Applicant for this grant, and the Neighborhood Services Manager of the Village of Oak Park. The applicant agrees promptly to correct any violations of municipal ordinance which are disclosed during the requested inspections, whether or not a grant is awarded under this application. Applicant agrees to obtain all required building permits and inspections. Building permit fees will be waived for work related to this grant application.

The undersigned Applicant for a rehabilitation grant hereby authorizes the Village of Oak Park and its employees at any time to make progress inspections of the work undertaken in connection with any grant granted for the property, for the purposes of approving or denying approval to any request for disbursement of funds.

The undersigned applicant hereby authorizes the Village of Oak Park to seek information about the applicant, including credit information.

The undersigned fully understands his/her/their obligation to cooperate and/or comply with all applicable Village requirements, including the following:

The owner(s) will cooperate with the Department of Development Customer Services in the conduct of its annual multiple-family building inspection. Code violations will be corrected as requested and construction permits, including but not limited to building, electrical, plumbing, heating, and mechanical, will be obtained whenever so required by the codes of the Village of Oak Park.

The owner(s) will comply with all aspects of Chapter 12 of the Village Code including the requirement to include the Crime Free Lease Provision with all leases (Section 12-2-12).

The owner(s) will comply with all provisions of Chapter 13 of the Village Code including the recommended non-use of certain real estate signs (Section 13-2-3).

The owner(s) understands that participation in the Multi-Family Housing Incentives Program wherein financial assistance is provided requires that all tenant leases include the Model Lease Addendum provided by the Village of Oak Park whenever requested by the tenant.

The owner(s) understands that it is the goal of the Village of Oak Park to encourage the participation of minority-and women-owned business enterprises in the Village of Oak Park. If accepted into the Multi-Family Housing Incentives Program, the owner(s) will make a good faith effort to satisfy this goal whenever public funds are involved in the rehabilitation of the building.

The owner(s) understands that if this building is located in a historic district, the proposed rehabilitation project must be reviewed and approved by the Historic Preservation Commission.

I/we fully understand that it is a federal crime punishable by fine or imprisonment, or both, knowingly to make any false statements concerning any of the above facts.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_