



## **Village of West Dundee Residential Façade Improvement Loan Program**

Through West Dundee's Residential Façade Improvement Loan Program, the Village will offer assistance to any West Dundee homeowner who desires to improve the façade or exterior of the residential structure.

The residential loan program is designed to help maintain West Dundee's single family housing stock and gives preference to the older structures in the community and its senior citizen residents or those in financial need.

The Village will loan up to 75% of the cost of a facade improvement up to a maximum of \$6,000. The loans are being granted at 0% interest using the Village's Residential Revolving Loan Fund. An initial allocation of \$60,000 is being made by the Village Board to fund this program.

The Village believes that the façade improvements completed on our housing stock will result in benefits to the entire West Dundee community. The improvements help to maintain the community's property values, as well as ensuring the continuation of visually unified, attractive, residential neighborhoods.

Any single family residential zoned structure with no more than two units under one roof can qualify for this program. There is no minimum or maximum value of the façade improvement. The improvements must be more substantial than property maintenance items and must be of durable construction. Examples of desired façade improvements include changing façade material, modification of structural features, a complete painting job, installation of a new roof, changing window types.

Residential utility service obligations including water and sewer to the home are also eligible.

Funds will not be granted for the demolition of historic buildings or landmarks. Funds will also not be made available for landscaping improvements such as plantings, decks, and patios.

The potential loan application process includes:

1. An initial meeting between the homeowner and the Village staff. The program guidelines will be discussed as well as any type of improvements that the homeowner may be considering. General feed back regarding the viability of the project to qualify will be given to the homeowners.

2. The homeowner completes the Residential Façade Improvement application form (copy attached) and any other required information to the Community Development Department.
3. The owner needs a cost estimate for the work to be completed from at least two contractors or one estimate from an architect.
4. The Village staff reviews the concept plan and cost estimates for the proposed façade improvements submitted by the homeowner and prepares for consideration and presentation the final request to the Village Board of Trustees.
5. The Village Board will review and approve all façade loan requests.
6. Upon favorable review and approval, the Village and the homeowner enter into a project agreement that sets forth the obligations of the party. The Village Board approves this agreement also.
7. The homeowner then enters into a construction agreement with the general contractor, etc. and obtains the required building permits if necessary, and the work begins.
8. The Village staff conducts progress inspections as required, and applications for payment are submitted to the Village by the homeowner upon completion of the entire project, who then signs for the loan agreement with the Village and repayment of the outstanding loan begins.

## **GENERAL RULES**

The plan will be reviewed by the Village staff with a recommendation to be forwarded to the Village Board for consideration. The façade improvements as part of the residential loan program do not include work on any interior spaces, landscaping, decks, patios, driveways, or any interior remodeling. All projects are required to comply with the Village's building and zoning codes.

The Village will initially provide \$60,000 towards this loan program. Additional funding will be made available at the Village Board's discretion. The maximum amount of any given loan is 75% of the total allowed improvements and shall not exceed \$6,000.

The maximum repayment period will be 48 months. All loans are required to be paid through direct debit.

The Village will give priority for multiple loan requests and available money to senior citizens over the age of 65, and to the older housing stock in the community, that being greater than 40 years of age or financial need of an individual.

For more information, please contact either the West Dundee Village Manager at 847-551-3800 or the Village's Director of Community Development at 847-551-3805

**RESIDENTIAL FAÇADE IMPROVEMENT  
LOAN PROGRAM APPLICATION**

Print Applicant's Name (Homeowner): \_\_\_\_\_

Applicant's Telephone Number: (Home): \_\_\_\_\_ (Business) \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Email Address \_\_\_\_\_

Subject Building Address (If different than above): \_\_\_\_\_

Current Tenants (If other than homeowner): \_\_\_\_\_

**Describe Preliminary Scope of Work for Proposed Improvements.**

Façade improvements as a part of the Loan Program are limited to the face of the façade. (No interior finishers, fixtures or remodeling qualify for funding or landscaping, decks or patios).

---



---



---



---



---

**Project Budget**

Total Proposed Project Budget:                   \$ \_\_\_\_\_

Amount Requested (cannot exceed 75%  
of total project cost and/or \$6,000):           \$ \_\_\_\_\_

Applications must be submitted with one (1) copy of the property's current plat of survey and pictures of the residential structure's current façade. Involvement in the **Residential Façade Improvement Loan Program** implies that the Homeowner agrees to comply with all Village codes and ordinances. Further, the homeowner attests to the fact that the structure in question is in compliance with Village codes and that no building violations exist. Lastly, all applicants agree to participate in direct deposit for loan payments.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



THE VILLAGE OF WEST DUNDEE

Consumer Report/Investigative Consumer Report  
Disclosure and Release of Information Authorization  
Pursuant to the Fair Credit Reporting Act

I/We authorize the Village of West Dundee, and/or any consumer reporting agency used by the Village, to retrieve information from credit reporting agencies for the purpose of supplying any and all credit-related information and hereby release the Village of West Dundee from any liability resulting in providing such information. Further, I understand that this information may be transmitted electronically and authorize such transmission.

I/We understand that a Consumer Report or Investigative Consumer Report (“Consumer Report”) may be prepared summarizing this information. I understand that I have a right to be given a copy of this Consumer Report and to dispute incomplete or inaccurate information that may be contained within it. I understand that requests concerning the information in the Consumer Report should be directed to the consumer reporting agency.

I/We understand that by requesting this information, no promise of funding is being made. I/We agree that a photocopy of this authorization be accepted with the same authority as the original.

A \$105 processing fee is required. This includes \$35 for processing and \$70 for the initiation and release of the lien.  
Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

APPLICANT(S) INFORMATION

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

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

Soc. Sec. # \_\_\_\_\_

Soc. Sec. # \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

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

To the Credit Reporting Agency

The Village of West Dundee certifies that: it has made its written disclosure to the consumer that a consumer report may be obtained; that it has obtained the consumer’s prior written authorization; that the information being obtained will not be used in violation of any federal or state equal opportunity law or regulation; and that, before any adverse action is to be taken based on the consumer report, a copy of the report and summary of the consumer’s rights will be provided to the consumer by the consumer reporting agency.

By signing below, you authorize the Village of West Dundee to initiate Direct Debit or automatic payments from your designated checking or savings account to make payments to your residential façade loan. Your signature also indicates your agreement to the terms and conditions of the Direct Debit Program.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Requests to participate in the Direct Debit Program will not be honored without a signature.

Return this form to:

Village of West Dundee  
102 South Second Street  
West Dundee, IL 60118

Direct Debit Program  
Terms & Conditions

1. Payment can be made from a checking or savings account from most banks in the United States.
2. A message will be printed on your bank statement detailing the date and dollar amount of the transaction.
3. If there are insufficient funds in your account on the specified payment dates, the Village of West Dundee reserves the right to take payment in whole or in part when funds become available.
4. This agreement will remain in effect until you notify us either in person or in writing (Village of West Dundee, 102 South Second Street, West Dundee, IL 60118) to cancel it allowing the Village reasonable opportunity to act.
5. Requests to participate in the Direct Debit Program will not be honored without a signature.



**AUTOMATIC RESIDENTIAL  
FACADE LOAN PAYMENT**

Save Time,

Save Money,

Save a Stamp!

**PARTICIPATE IN THE  
DIRECT DEBIT PROGRAM**

Respond Today!

Q. What is the Direct Debit Program?

A. The Direct Debit Program is a convenient, FREE service, which makes your life easier by automatically paying your facade loan payment from your checking or savings account. Every month, on the date your loan payment is due, your payment will be transferred from your checking or savings account.

Q. Do I need to have a special checking or savings account?

A. No, we can transfer your payment from almost any checking or savings account in the United States to pay your bill.

Q. How will I know when Direct Debit begins?

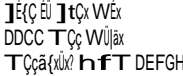
A. The Village will send you a confirmation letter after your Direct Debit is initially set up. Then, every month your payment will be made no earlier than the exact due date.

Q. What if I need to change something that is already set-up on my Direct Debit service?

A. Just call the Village Hall at 847-551-3800 between the hours of 8 a.m. - 4:30 p.m.

Q. What information do I need to set-up my Direct Debit Account?

A. Simply fill out this form and return it with an attached voided check or savings slip. An example is given below to assist in identifying the necessary information from your checking account.

		Date _____	1010
Pay to:		\$	
		Dollars	
: 123456789:	12345670"	1010	
9-digit Routing No.	Account No.	Check No.	

If you have a savings account, credit union or money market account, request your Routing and Transit Number (RTN) from your bank.

## The Direct Debit Program

The Direct Debit Program offers you the convenience of paying your residential facade loan payment automatically on a monthly basis.

1. Yes, I wish to participate in the Direct Debit Program and pay my residential facade loan payment automatically.

Residential Façade Loan Account Number

Name

Address

2. Please pay from my : (check one)

D Checking Acct.      D Savings Acct.

Account Number

Routing & Transit Number

Name of Financial Institution

3. Amount of Payment will be the account balance of your facade loan account. This amount will be automatically deducted from your financial institution no earlier than the bill due date.