

**SPOKANE INDIAN HOUSING AUTHORITY  
REQUEST TO USE EQUITY FUNDS**

**Name:** \_\_\_\_\_ **House Number:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
\_\_\_\_\_

**Administrative Charges, because of the following emergency:**  
\_\_\_\_\_  
\_\_\_\_\_

**Major Repairs or Replacements (attach at least two estimates):**

<input type="checkbox"/> replace refrigerator	<input type="checkbox"/> replace range
<input type="checkbox"/> repair plumbing problem for current leaks	<input type="checkbox"/> septic system pumping
<input type="checkbox"/> electrical repairs and Evaluation of problem	<input type="checkbox"/> handicap access conversion
<input type="checkbox"/> change exterior door locks – threat to safety of the family, not for homebuyer caused damage	

Describe problem and reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: The following items are considered homebuyer responsibility as wear and tear or abuse the homebuyer is responsible to repair on their own: holes in walls, replacement of flooring/carpets, interior/exterior paint, and other non-life threatening or health hazard type items. The Home Improvement Loan Program is available for non-routine repairs and additions.

**Amount being requested:** \_\_\_\_\_

**By signing this request, understand that the use of equity funds is for emergency use only. I certify to the best of my knowledge that everything stated is correct.**

**Homebuyer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Housing Authority Use Only**

Equity Balance as of _____	\$ _____
Less Accounts Receivable Balance	\$ _____
Total Equity Funds Available	\$ _____

- Request Approved.
- Request Denied because of following reason(s):
- |   |   |
|---|---|
| <input type="checkbox"/> Administrative Charge Assistance paid in last 12 months  | <input type="checkbox"/> Past due A/R Balance           |
| <input type="checkbox"/> Emergency or threat to family not verified or sufficient | <input type="checkbox"/> Tenant Responsible for damages |
| <input type="checkbox"/> No repair or replacement estimate provided with request  | <input type="checkbox"/> Termination Notice issued      |
| <input type="checkbox"/> Insufficient equity funds available                      |   |

**Executive Director:** \_\_\_\_\_ **Date** \_\_\_\_\_

# **SPOKANE INDIAN HOUSING AUTHORITY**

## **Equity Use Policy**

**Revised and Adopted by Board of Commissioners**

**July 27, 2006**

## EQUITY USE POLICY

### INTRODUCTION:

This policy provides guidance for the Housing Authority and the Homebuyer on the uses and restrictions on uses of Mutual Help Monthly Equity Payment Accounts (MEPA). This policy also ensures consistent and fair treatment of all Homebuyers.

The primary goal of the equity paid in by the Homebuyers is used for payoff of the home. If a Homebuyer of the housing authority was to terminate the Mutual Help and Occupancy Agreement, the Homebuyer is able to recover any remaining equity, after payment of any accounts receivable and damages to the home that are the responsibility of the Homebuyer.

### ELIGIBLE USES OF FUNDS:

1. Administration Charge Reduction -- reducing delinquent Administration Charges using MEPA funds until the MEPA funds have been fully expended.
2. Emergency Replacements,
3. Repairs to existing home. All repairs and replacements to existing homes are for work attached to the home (not for separate outbuildings, detached garages, etc.).
4. Building additions if the home is too small for the family.
5. Claim Deductible – for AMERIND related costs for replacement of home or items related to the cost of repairs in cases of claims to AMERIND.

### MEPA AVAILABILITY:

Under the Mutual Help Home Ownership Program regulations, available MEPA funds are defined as the balance in the MEPA account less any amounts owed to the Housing Authority. If at any time the amount in the Homebuyer's MEPA account is less than the Homebuyer's Tenant Account Receivable, no MEPA funds are available.

### ADMINISTRATION CHARGE:

To use available MEPA funds to reduce delinquent Administrative Charges, the following must be done:

1. A verifiable financial emergency must exist that would severely limit a Family's ability to make their monthly payment.
2. A written request to use a Family's available MEPA funds for this purpose must be received by the Housing Authority prior to the issuance of a Notice of Termination.
3. MEPA funds can be used to pay only up to three months of delinquent administrative charges during any 12-month period. The Executive Director may grant exception to this only for medical emergency situations.

## EMERGENCY REPLACEMENTS:

Available MEPA funds can be used for emergency replacements, using the following guidelines:

1. A written request, specifying the exact proposed use of the funds, must be given to the Housing Authority before any work can be authorized.
2. Available MEPA funds can be used for non-routine replacement of a major system, the failure of which threatens the health or safety of the Family. Major systems include the following:
  - Range or Refrigerator Replacement
  - Wood Stove, Propane Stove or Pellet Stove Replacement or other heating systems
  - New well and system or repairs needed
  - Septic System Pumping, Septic Tank or Drain Field Repairs/Replacement
  - Change of Exterior Doors, Jambs and Locks
  - Handicap Access Conversion
  - Plumbing System Repairs for current water leaks
  - Electrical Wiring, Repairs and Evaluation of Problem
  - Roof Repairs or Replacement
  - Foundation Repairs
3. Available MEPA funds cannot be used to repair damages caused by family abuse, neglect or misuse of the property, unless the family vacates.
4. Eligible and qualified current and former homebuyers may also apply for the Home Improvement Loan Program if funding is available.
5. Available MEPA funds can be used for emergency non-routine repairs, such as changing locks, if there is a threat to the health or safety of the family.
6. Homebuyers are responsible for choosing qualified contractors, carpenters, laborers etc. to perform the required work on the home; subject to approval of the Housing Authority. All work performed must be in conformance with the uniform building code. The Housing Authority staff is not liable for work performed or for doing the work directly.

## REPAIRS TO EXISTING HOMES:

Equity use can also be approved for repairs to existing homes included but not limited to the following examples:

- Carpet & Floor Repair/Replacement
- Painting interior/exterior
- Replace siding

Kitchen Cabinets  
Exterior Deck & Porches  
Attached Garages, carports, storage buildings  
Exterior window energy efficiency conversions

**BUILDING ADDITIONS IF THE HOME IS TOO SMALL:**

Homebuyers may be eligible to add on to the existing home if the home becomes too small.

**DEDUCTIBLE EXPENSES:**

Available MEPA funds can be used to pay the AMERIND Claim Deductible, for costs related to AMERIND Risk Management claims, using the following guidelines:

1. A written request, specifying the exact proposed use of the funds, must be given to the Housing Authority before funds can be authorized.
2. An eligible incident that exceeds the AMERIND deductible has to be submitted to AMERIND by the housing authority.

**MEPA USE AMOUNTS:**

The MEPA use is for expenses more than \$100 but less than the amount available in equity.

Amended by the Board of Commissioners on July 27, 2006.

  
Executive Director