



Community Redevelopment Agency Owner Occupancy Incentive Program

Purpose

This program is intended to increase homeowner occupancy in the Community Redevelopment Agency district (CRA) in order to provide economic support to the downtown businesses. It is designed to attract new residents to targeted areas within the Community Redevelopment district. There will be no income limitations placed on the granting of these funds. Persons currently residing in and claiming homestead exemption in the CRA district are not eligible for this program.

Grantor

Funding will be granted based on establishment of owner occupancy of the subject property. The grants will be given on a first come first served basis, only after **all** qualifications have been met.

Property and Funding Limitations

The property must be located within the CRA District. The residence must be one of the following: an existing multi-family home or office conversion, an existing single family home zoned RB-2, RPB, or currently renter occupied, or a vacant lot permitted by zoning regulations to build a single family infill house. The home must change ownership to a non-family member. Refinancing does not qualify.

Funding

After all requirements have been met, funding will be provided according to the following schedule:

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| Multifamily or Office Conversion to be restored to single family: | \$20,000.00 |
| Single family detached housing (zoned RB-2, RPB or currently renter occupied): | \$10,000.00 |
| Single family detached infill housing: | \$10,000.00 |

Habitable Structures Procedure

The property owner will submit an application to the Community Redevelopment Agency with the following documentation:

- Copies of the closing documentation, including the recorded deed (executed within the past 30 days)

CRA Staff will review the application for compliance with program guidelines and forward a recommendation to the CRA Board. The CRA will have final authority for approval of the grant awards.

Upon approval by the CRA, funding will be reserved. The property owner will have 6 months to complete all of the following conditions. When all of the following conditions are met and verified, the CRA will issue a check to the Grantee for the funds within 30 days. If any of these conditions are not met within the 6 months, the funds will be made available to other eligible grant applicants.

Habitable Multifamily or Office Conversion Conditions:

1. An Owner Occupancy Incentive Program (OOIP) Grant Agreement and W-9 must be completed and signed by the applicant/property owner and returned to the CRA Office.
2. The Claim of Lien must be filed and recorded with the County Clerk.
3. The property must be rezoned to a single-family residential category.
4. The property owner must file for and be granted homestead exemption on the subject property from the Osceola County Property Appraiser's Office.
5. Property owner must have the subject property reappraised by the Osceola County Property Appraiser's Office.
6. The home must have only one utility meter for electric and water.
7. Floor plans must be submitted that show the conversion to single family.
8. Execute an Affidavit stating the home will be occupied for a minimum of 5 years with no conversion to multifamily or office use and will not use as a rental.

Habitable Single Family, Zoned RB-2, RPB, or Renter Occupied Conditions:

1. An Owner Occupancy Incentive Program (OOIP) Grant Agreement and W-9 must be completed and signed by the applicant/property owner and returned to the CRA Office.
2. The Claim of Lien must be filed and recorded with the County Clerk.
3. The property must be rezoned to a single-family residential category (when necessary).
4. The property owner must file for and be granted homestead exemption on the subject property from the Osceola County Property Appraiser's Office.
5. Execute an Affidavit stating the home will be occupied for a minimum of 5 years with no conversion to multifamily or office use and will not use as a rental.

Uninhabitable Structures Procedure

The CRA reserves the right to require an inspection by the City of Kissimmee, Building Division to determine whether the structure can reasonably be restored. The property owner will submit an application to the CRA office with the following documentation:

- Copies of the closing documentation, including the recorded deed (executed within the past 30 days)

CRA Staff will review the application for compliance with program guidelines and forward a recommendation to the CRA Board. The CRA will have final authority for approval of the grant awards.

Upon approval by the CRA funding will be reserved. The property owner will have 12 months to complete the renovations that are necessary for occupancy and all of the following conditions. When all of the following conditions are met and verified, the CRA will issue a check to the Grantee for the funds within 30 days. If any of these conditions are not met within the 12 months, the funds will be made available to other eligible grant applicants.

Uninhabitable Multifamily or Office Conversion Conditions:

1. An Owner Occupancy Incentive Program (OOIP) Grant Agreement and W-9 must be completed and signed by the applicant/property owner and returned to the CRA Office.
2. The Claim of Lien must be filed and recorded with the County Clerk.
3. Renovations that are necessary for occupancy must be completed.
4. The property must be rezoned to a single-family residential category.
5. The property owner must file for and be granted homestead exemption on the subject property from the Osceola County Property Appraiser's Office.
6. Property owner must have the subject property reappraised by the Osceola County Property Appraiser's Office.
7. The home must have only one utility meter for electric and water.
8. Floor plans must be submitted that show the conversion to single family.
9. Execute an Affidavit stating the home will be occupied for a minimum of 5 years with no conversion to multifamily or office use and will not use as a residential rental.

Uninhabitable Single Family, Zoned RB-2, RPB or Renter Occupied Conditions:

1. An Owner Occupancy Incentive Program (OOIP) Grant Agreement and W-9 must be completed and signed by the applicant/property owner and returned to the CRA Office.
2. The Claim of Lien must be filed and recorded with the County Clerk.
3. Renovations that are necessary for occupancy must be completed.
4. The property must be rezoned to a single-family residential category (when necessary).
5. The property owner must file for and be granted homestead exemption on the subject property from the Osceola County Property Appraiser's Office
6. Execute an Affidavit stating the home will be occupied for a minimum of 5 years with no conversion to multifamily or office use and will not use as a residential rental.

Owner Requirements/Additional Procedures

_____ initial The property owner must qualify to purchase the home without using this grant as down payment assistance. Grant funds may not be used to qualify for any loan.

_____ initial The qualified homebuyer must actually reside and claim homestead exemption in the subject property for a minimum of 5 years from the date of executed Owner Occupancy Incentive Program Grant Agreement. An encumbrance will be placed on the property, which will be removed automatically after fulfillment of the 5-year occupancy requirement. The lien will be filed by the City Clerk's Office with the County Clerk on the property.

_____ initial The new property owner will be required to rezone the subject property to a single-family residential zoning category. Application to rezone must be made to the City of Kissimmee Development Services Department within 10 business days of date of grant award. Rezoning fees only will be absorbed by the Development Services Department.

_____ initial Should the Grantee vacate the home prior to fulfilling the 5-year occupancy requirement or sell the home to a third party who does not qualify for homestead exemption; then the Grantee shall pay to the Grantor the entire grant amount previously received within 15 business days of acquisition or vacation of the property. If the Grantee sells the property to a third party who intends to occupy the house and qualify for homestead exemption; then the grant will be prorated for the balance of the five year term and the prorated amount will be paid to the Grantor within 15 business days after closing on the acquisition.

_____ initial All restoration and/or infill housing must meet all applicable zoning, Historic Preservation District, CRA design guidelines and other applicable codes. Zoning and CRA design guidelines will be based on the new single family residential zoning category. If the applicable CRA and/or Historic Preservation (within designated districts) restrictions are not met, the Grantee shall upon notice of the Grantor pay back the grant amount received within 15 business days of notice by the Grantor.

Appeals

Appeal of a CRA decision to the City Commission must be made within 30 days of the denial. The City Commission shall approve or deny the appeal within 60 days of receipt of notice of the appeal. If after 60 days there is no action, the appeal shall be deemed denied.

Signature

Definitions

For the purposes of this grant program, the following definitions will apply:

Owner Occupied: A single-family home with homestead exemption, as shown in the Osceola County Property Appraiser's database.

Encumbrance: An item that affects or limits the fee simple title such as mortgages, liens, leases, easements and restrictions.

Infill House: a single-family structure built on a vacant lot in an existing residentially zoned neighborhood.

Multifamily Conversion: A structure that was originally built as a single family home that has been converted to 2 or more apartments.

Office Conversion: A structure that was originally built as a single family home that has been converted to office space.



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| Received _____ |
| Grant # _____ |
| Staff Approval _____ |
| Requisition # _____ |

**Owner Occupancy Incentive Program
Application**

- I. You must read the Policy and Procedure in its entirety
- II. You must attach a picture of the home or property, a copy of your photo identification and a copy of the closing documents including the recorded deed.
- III. Return this application completed and signed to the Community Redevelopment Agency (CRA), 320 E. Monument Avenue, Kissimmee.

Name: _____

Present Address: _____

Phone Number _____ Cell Number _____

E-mail Address _____

New Home Address: _____

New Home Parcel Identification Number _____

Structure Information:

The structure is: () MF to be converted to SF or Office Conversion to be converted to SF
 The structure is: () SF currently zoned RB-2, RPB or, being used as rental; () SF infill housing;

By signing this application, I agree and certify as follows:

- 1. I am 18 years or older.
- 2. I hold title to this residence.
- 3. I will reside in the subject home for a minimum of 5 years and claim it as my homestead (per Osceola County Property Appraiser).
- 4. I must complete an OOIP grant agreement and W-9 form and understand that an encumbrance will be placed on this property for 5 years.
- 5. I will be disqualified and my grant funds will be revoked if I do not comply with applicable design standards and guidelines.
- 6. If I vacate or sell the property to a buyer that does not intend to occupy the home or plans to use the home as multi-family, I must return all funds.
- 7. I have up to 6 months to complete all conditions or 12 months if uninhabitable.
- 8. I must complete all conditions of this grant before receiving any grant funding.
- 9. I have read and understand the requirements as stated in the Community Redevelopment Agency Owner Occupancy Incentive Program Policy and Procedure.

Print Name

Witness

Signature of Applicant

Date