



# City of Battle Creek BCPS Housing Incentive Program

COMMUNITY DEVELOPMENT DIVISION  
10 N DIVISION ST, BATTLE CREEK, MI 49014  
Phone: 269.966.3330 Email: [bcpshousingincentive@battlecreekmi.gov](mailto:bcpshousingincentive@battlecreekmi.gov)

## PART 1: APPLICANT INFORMATION

NAME OF ELIGIBLE APPLICANT: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ APT #: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ STATE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ SCHOOL OR ADMINISTRATION BUILDING: \_\_\_\_\_

WHICH BENEFIT ARE YOU REQUESTING? EMPLOYMENT STATUS: ☐ CURRENT EMPLOYEE ☐ NEWLY HIRED Start Date \_\_\_\_\_

**OPTION 1** ☐ I PLAN TO PURSUE THE DOWN PAYMENT ASSISTANCE (DPA) BENEFIT AND PURCHASE A HOUSE IN THE PRIMARY TARGET AREA (DPA UP TO \$20K) OR SECONDARY TARGET AREA (DPA UP TO \$10K)

**OPTION 2** ☐ I PLAN TO PURSUE THE RENTAL ASSISTANCE BENEFIT AND SIGN A NEW LEASE (MINIMUM 1 YEAR) FOR A RENTAL REGISTERED WITH THE CITY OF BATTLE CREEK (UP TO \$4,500 IN RENTER ASSISTANCE FUNDS)

## COMPLETE THE FOLLOWING IF APPLYING FOR DOWN PAYMENT ASSISTANCE BENEFIT

APPLICANTS WILL NEED TO BE ABLE TO SECURE A MORTGAGE FOR HOME PURCHASE. APPLICANTS ARE FREE TO USE A LENDER OF THEIR CHOICE, BUT MUST BE PRE-QUALIFIED WITH A LENDER THAT HAS A LOAN PRODUCT DETERMINED BY THE CITY TO BE COMPATIBLE WITH THE PROGRAM. YOU CAN SUBMIT YOUR APPLICATION PRIOR TO OBTAINING THE PRE-QUALIFICATION LETTER TO BEGIN THE PROCESS. HOWEVER, PLEASE NOTE THAT A COPY OF YOUR PRE-QUALIFICATION LETTER MUST BE PROVIDED TO COMPLETE YOUR APPLICATION FILE PRIOR TO FORMAL ENROLLMENT INTO THE PROGRAM. AFTER SUBMITTING YOUR APPLICATION, YOU WILL BE CONTACTED AT THE EMAIL ADDRESS PROVIDED ABOVE TO SCHEDULE A PROGRAM INTAKE CALL THAT WILL EXPLAIN MORE ABOUT THE PROGRAM AND ANY ANSWER QUESTIONS YOU MAY HAVE.

HAVE YOU HAD CONTACT WITH A LENDER? ☐ YES ☐ NO NAME OF LENDER: \_\_\_\_\_

HAVE YOU BEEN PRE-QUALIFIED FOR A LOAN? ☐ YES (PLEASE ATTACH PRE-QUAL LETTER) ☐ NO

DO YOU THINK YOU MIGHT NEED ASSISTANCE WITH YOUR CREDIT OR WITH CONTACTING A LENDER? ☐ YES ☐ NO

## COMPLTE THE FOLLOWING IF APPLYING FOR RENTAL ASSISTANCE BENEFIT

PROPERTY MUST BE A REGISTERED RENTAL, EITHER APARTMENT OR SINGLE-FAMILY HOME, AND LOCATED WITHIN THE CITY OF BATTLE CREEK. IF YOU HAVE NOT YET LOCATED A RENTAL PROPERTY, PLEASE LEAVE THE ADDRESS AND LANDLORD INFORMATION BLANK WHEN SUBMITTING THE APPLICATION. AFTER SUBMITTING YOUR APPLICATION, YOU WILL BE CONTACTED AT THE EMAIL ADDRESS PROVIDED ABOVE TO SCHEDULE A PROGRAM INTAKE CALL THAT WILL EXPLAIN MORE ABOUT THE PROGRAM AND ANY ANSWER QUESTIONS YOU MAY HAVE.

RENTAL PROPERTY ADDRESS (IF KNOWN AT TIME OF APPLICATION): \_\_\_\_\_

IS THE RENTAL REGISTERED WITH THE CITY OF BATTLE CREEK? ☐ YES ☐ NO ☐ NOT SURE

## LANDLORD CONTACT INFORMATION (LEAVE BLANK IF STILL LOOKING FOR RENTAL)

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

BY MY SIGNATURE, I HEARBY MAKE APPLICATION TO THE BCPS HOUSING INCENTIVE PROGRAM AND CERTIFY THAT I AM AN ELIGIBLE APPLICANT CURRENTLY EMPLOYED AS A TEACHER OR ADMINISTRATOR WITH BCPS AND INTEND TO OCCUPY THE ABOVE PROJECT PROPERTY AS MY PRIMARY RESIDENCE.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

Please submit completed applications to [bcpshousingincentive@battlecreekmi.gov](mailto:bcpshousingincentive@battlecreekmi.gov). Applications may be scanned or photographed and attached to your submission email. Please note that all BCPS Housing Incentive Program participants must submit the application and any other required documentation prior to enrollment in benefit programs and must complete all steps required to access benefits.

REV: 4/22

The City of Battle Creek does not discriminate against any person regardless of race, color, age, national origin, marital status, sex, disability, religion, or any other legally protected status.