

Move-in Assistance Program for Key West

The purpose of the Move-in Assistance Program (MIAP) is to assist employed workers in the City of Key West with rental costs by providing a deferred or low interest loan to cover the costs for last month's rental payment and security deposit. Eligible applicant(s) income cannot exceed 140% of the Area Median Income (AMI) of the City of Key West Work Force Housing Rental Income limits. Eligible persons(s) shall execute a promissory note for the repayment of the loan. Participant repayment will be based on the applicant's income. Loans shall be for a period not to exceed three years and will include the entire amount loaned.

The Community Development Office will be responsible for initial approval and income verification for assistance. All loans made through this program shall be serviced by The Community Development Office (CDO) of the City of Key West as well as collections or derogatory payments and oversight. All Move-In-Assistance Program funds Loans will be paid directly to landlords/property owners. Final approval is vested through the Community Development Office, overseen by the Housing and Community Development Director for the City of Key West.

Program Goals

1. To reduce barriers to residents of Key West and individuals employed by a business in Key West in search of rental housing;
2. To benefit the workforce in Key West who make up to 140% of the Area Median Income (AMI) of the City of Key West Work Force Housing Rental Income Limits; and,
3. To help abate the housing and concurrent labor crisis that is forcing businesses to struggle to survive, and families to leave the island in search of adequate housing.

General Eligibility Criteria

A. Rental Properties

All properties must be licensed and located within the jurisdictional limits of the City of Key West to Big Pine and duly licensed for residential rental.

(General Eligibility Criteria Continued)

For rental properties to be eligible for participation in the program a 1-year lease is required.

If a property has multiple renters listed on the lease agreement all tenants may apply for funding. Applicants for those properties with multiple lessee's may only receive an amount equal to their prorated portion of the last months' rent and the security deposit for that property. All applicants must meet the income limits in accordance with program guidelines.

B. Applicant Characteristics

Those applying for the loan must be the occupant(s); shall have established either proof of residency and/or employment in Key West. Income verification or a letter of commitment from an employer located in Key West will be required.

C. Maximum Income Limits

Below are the maximum income limits for City of Key West Work Force Housing. These income limits change yearly. Applicants' income will not be reviewed after loan approval:

CITY OF KEY WEST
Work Force Housing Income Limits
2023

Maximum Income Limits					
Household Size	Very Low 60%	Low 80%	Median 100%	Moderate 120%	Middle 140%
1 Person	\$ 45,600	\$ 60,800	\$ 76,000	\$ 91,200	\$ 106,400
2 Persons	\$ 52,088	\$ 69,450	\$ 86,813	\$ 104,175	\$ 121,538
3 Persons	\$ 58,613	\$ 78,150	\$ 97,688	\$ 117,225	\$ 136,763
4 Persons	\$ 65,100	\$ 86,800	\$ 108,500	\$ 130,200	\$ 151,900
5 Persons	\$ 70,313	\$ 93,750	\$ 117,188	\$ 140,625	\$ 164,063
6 Persons	\$ 75,525	\$ 100,700	\$ 125,875	\$ 151,050	\$ 176,225
7 Persons	\$ 80,738	\$ 107,650	\$ 134,563	\$ 161,475	\$ 188,388
8 Persons	\$ 85,950	\$ 114,600	\$ 143,250	\$ 171,900	\$ 200,550

D. Applicant Eligibility Requirements

The following eligibility requirements shall be required of households or persons to qualify:

- Proof of employment or letter of intended employment in Key West;
- Proof of salary to not exceed 140% of the Area Median Income (AMI) of the City of Key West Work Force Housing Rental Income Limits;
- Rental Verification or letter of reference from previous landlord
- Signed promissory note to pay back the loan within three years; and

Income is defined as wages, salaries, overtime pay, commissions, tips, fees, net income from a business or profession, rental income, interest and dividends, Social Security, retirement plans, pensions, insurance policies (disability and death benefits), public assistance (AFD) alimony and child support.

E. Previous Participants

Persons who have received assistance under this program will be eligible for further participation if they have met all program requirements and repaid or satisfied their loan term in its entirety.

F. Applicant Eligibility List

The program shall be administered by the Community Development Office (CDO). Once an applicant is pre-approved by the CDO, the loan request will be processed. Applications for loans will be prioritized and processed on a first-come, first-served basis while funds are available. A list of eligible applicants will be kept by the CDO.

Loan Type and Limitations

The maximum amount of any loan shall not exceed the total of the last month's rent and security deposit as required by the lease agreement for applicants making up to 140% of the Area Median Income (AMI) of the City of Key West Work Force Housing Rental Income limits.

Loans can only be used for the last month's rent and/or security deposit.

Income Eligibility and Repayment

The repayment of the loan will be determined by the applicant's income, as follows:

AMI	Repayment Status	Repayment Rate
120% - 140%	Repayable – Monthly Term 36 months	2%
81% - 120%	Repayable – Monthly Term 36 months	0%
80% and Below	Deferred – There is no monthly repayment required. The borrower shall repay the note in its entirety within 36 months of execution of the Note.	Deferred - 0%

Loan Underwriting Guidelines

The criteria used to determine if a loan applicant poses an acceptable underwriting risk includes affordability based on income and rental costs. Eligible applicants may not commit more than 30% of their monthly income towards the monthly rental costs. Other underwriting guideline requirements include rental letter of recommendation, proof or promise of employment, and the ability to deal directly with the landlord/property owner.

Loan Collection and Security

All loans will be repaid monthly over a 36-month term. Borrowers will receive a monthly invoice and all payments will be due on the 1st day of each month. Borrowers may pay by check, money order or cash. Check and Money Orders must be made payable to the City of Key West Revenue and can be mailed to P.O. 1409, Key West, FL 33041 or made in person at the Revenue Desk at Key West City Hall located at 1300 White Street, Key West 33040.

A promissory note will secure all loans. The promissory note will be executed by all persons listed on the application.

Loan Default and Forgiveness

The CDO shall have the right to seek legal action in the event of nonpayment of the loan. If the CDO is unable to recover its debt within 90 days after the due date for repayment, the CDO may proceed with legal action to obtain a judgment on the promissory note. Borrowers reserve the right one time to request loan forgiveness under hardship circumstances. A written letter of request and explanation must be sent to the CDO in such cases and will be considered on a case-by-case basis. If any borrower defaults on their loan, whether by non-payment or hardship, they will not be eligible to reapply.

Additional Requirements

The CDO will periodically review program requirements and procedures to further improve the implementation of this program. It is the intent of the CDO that all administration and procedures shall be developed in accordance with policies set forth by the City of Key West.

Program Procedures

The following is an outline of the steps which will be accomplished for each loan application:

1. Application intake: Application completed by participant with proof of income (paystubs or taxes) or commitment of employment and;
2. Copy of Lease Agreement with landlord / property owner for a proposed property from Key West to Big Pine;
3. Verification of Rent or Reference Letter from previous landlord/property owner;
4. Third Party Verification of Employment;
5. Loan processing and approval;
6. Disbursement of funds to the landlord;
7. Monthly invoice for 36-months for loan repayment (due in full 3 years after date of disbursement);
8. Signed affidavit from landlord for participation in the program.