

LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS  
HOMEOWNERSHIP PROCEDURES AND APPLICATION  
THIRD PARTY FINANCING  
Approved Tribal Council Motion 6/4/24

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1. **PURPOSE.** The Lac Vieux Desert Band of Lake Superior Chippewa Indians (“Tribe”) through the Department designated by the Tribal Council (“Department”) is to fulfill the Tribe’s commitment to providing homeownership opportunities to all eligible Tribal members.
2. **HOMEOWNERSHIP HOUSE DESIGNATION.** Houses available for homeownership shall be designated from time to time by motion of the Tribal Council and all proceeds from the sale of such homes shall be used for the construction of new housing units or rehabilitating older housing units to meet the housing needs of the Tribe.
3. **PURCHASE PRICE.** The purchase price of homes available for homeownership will be established on a house-by-house basis by motion of the Tribal Council.
4. **COMPLETION OF SALE & CLOSING COSTS.** Buyer will be responsible for costs associated with closing and title work typical of any real estate transaction. Buyer may access the Lac Vieux Desert Homeowner Assistance Program or other assistance programs available to applicant to defray closing costs and purchase price.
5. **UNOCCUPIED/NEW CONSTRUCTION POSTING/AWARD.** Motion to revise June 4, 2024 Homeownership Procedures to require posting of unoccupied homes designated for sale by the Tribal Council by the applicable Department with notice mailed to all adult Tribal members and posted for 30 days. If more than one application is received, the house will be awarded by lottery drawing.
6. **ELIGIBILITY REQUIREMENTS.** These eligibility requirements shall be met at the time of application but may change over time based on the circumstances of the family.
  - a. Be a Tribal Member at least eighteen (18) years of age.
  - b. Provide proof of successful completion of a homebuyer education class.
  - c. Provide a release of information for the determination of the absence of convictions of criminal activity for the following crimes:
    1. Murder;
    2. Criminal Sexual Conduct I, II, III (excluding Romeo and Juliet situations); and
    3. Arson.
  - d. Provide rehabilitative evidence for any other felony criminal conviction that occurred within the last (ten) 10 years not listed in (c) above.
  - e. Proof of qualification for a THIRD-PARTY loan/mortgage to finance a leasehold mortgage or proof of funds indicating the ability to pay in cash the established purchase price of the home. **TRIBAL FINANCING OF DESIGNATED HOMEOWNERSHIP UNITS UNDER THIS PROCEDURE IS NOT AVAILABLE AT THIS TIME.**
  - f. Acknowledgement that the Tribal Member must occupy the home as a principal residence and is solely responsible for maintenance and upkeep of the homeownership unit, insurance and taxes, where applicable.
  - g. Be willing to execute and adhere to the requirements of a Fee Land Lease or Trust Land Lease, respectively determined by property location.

- h. Be willing to execute a Disclaimer of interest in the real property for purposes of fee land designated for application to the United States Department of Interior to be taken into trust for the benefit of the Tribe.

## 7. SUBMISSION OF APPLICATION AND WAITING LIST.

- a. Applications may be submitted in person or via email. All applications will be date and time stamped by Department staff, for emailed applications the date and time stamp of the email will be used.
- b. Tribal Members seeking homeownership must complete a Tribally sponsored and/or Department approved homebuyer education program. **The Applicant must provide the name of the homebuyer education program attended and attached proof of completion to his or her application. An application will not be considered complete until proof of homebuyer education is received.**
- c. Completed applications are required unless otherwise determined by Council; e.g. the current occupant requests designation of their rental unit for homeownership. The current occupant will still be required to complete an application and meet all eligibility requirements. For unoccupied homeownership units, complete applications will be processed and held until the required posting period has ended. If an unoccupied homeownership unit is not available upon receipt of a completed application, the applicant will be placed on a waiting list, which shall be kept in accordance with the Housing Department policy. **To ensure that your application is processed without delay, make certain that all forms are signed and all required documentation is provided when returning this application.**
- d. **Incomplete applications will not be processed and may be returned to the Applicant for completion.** Applicants are responsible for keeping the information on their application current. The Department will attempt to notify applicants of available homeownership opportunities of unoccupied units via postal mail at their last known address on file with the Department. If an Applicant cannot be located at the last known address, the application will be placed at the bottom of the homeownership waiting list.
- e. Once the Applicant has been determined eligible, and an unoccupied unit designated for homeownership is available or the Council designates an occupied unit for homeownership for the current tenant, the Department and Applicant will execute a Purchase Agreement.
- f. If an Applicant on the waiting list is selected for a homeownership unit and declines to proceed or is otherwise ineligible due to a change in circumstances or loss of financing, the Applicant will be removed from the homeownership waiting list and must complete a new application.

## 8. HOMEOWNERSHIP APPLICATION INSTRUCTIONS.

- a. **Homeownership Application:** Fill out all sections and sign the application. Faxed applications will not be accepted.

- b. **Tribal Enrollment:** Provide copies of Tribal enrollment of all household members.  
(Note: The Head of Household must be an enrolled Tribal Member.
- c. **Eligibility:** Please provide all information requested within this application and provide documentation where requested.
- d. **Criminal History:** You must disclose to the Department whether or not you have been convicted of any crime. Criminal convictions do not necessarily render you ineligible for Homeownership, however certain criminal convictions of the Applicant or family members who will reside in the Homeownership unit may render the Applicant ineligible.
- e. **Release of Information:** Complete and submit the attached Release of Information Form signed by the Applicant and each member of the household over the age of eighteen (18).
- f. **Driver's License / Identification Card:** Provide a copy of each family members' Drivers License or Michigan Identification Card, where applicable.
- g. **Education Requirement:** Provide proof of completion of Homebuyer Education Program.

**It is the responsibility of the Applicant to submit all necessary information. Incomplete applications will not be processed until complete.**

**HOMEOWNERSHIP APPLICATION**

**GENERAL INFORMATION. Please provide the following information:**

1. Applicant Name: \_\_\_\_\_
2. Any Aliases, Nicknames, or Other Names Used by Applicant:  
\_\_\_\_\_
3. Phone (Home and Cell) : \_\_\_\_\_
4. Current Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
5. Marital Status of Applicant (Check One):  Single  Married  Divorced  Widow
6. Are you the  Head of Household OR  Other?
7. Tribal Enrollment # \_\_\_\_\_
8. Homeownership Unit Address: \_\_\_\_\_

9. List individuals who will be residing in your household in the space below (Attached Separate Piece of Paper If Needed):

Family Members Name	Relationship	Social Security Number	Date of Birth	Sex	Enrolled with Tribe Yes/No	Enrollment Number
	Head of Household					

**CRIMINAL HISTORY INFORMATION.**

The Applicant must have a background that indicates he or she, and family members who will reside in the Homeownership unit, will be able to live harmoniously in the community without presenting a danger to the health and safety of other residents. Any criminal background must not include a felony conviction for Murder, Criminal Sexual Conduct or Arson. Any felony criminal conviction, within the last ten (10) years, will require submission of rehabilitative evidence as detailed in eligibility requirements in the cover pages of this application.

10. Have you or any member of your household ever been convicted of the crime of Murder, Criminal Sexual Conduct I, II, or III (excluding Romeo and Juliet situations)? [ ]Yes [ ]No

If yes, please provide the names of the person(s) convicted, the nature of the offense, and the date of conviction below (use a separate sheet of paper, if necessary):

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11. Have you or any member of your household ever been convicted of any felony crime not listed in Question 10 within the last 10 years whether or not expunged? [ ]Yes [ ]No

If yes, please provide the names of the person(s) convicted, the nature of the offense, and the date of conviction below (use a separate sheet of paper, if necessary and attach rehabilitative

evidence as provided in Appendix A):

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12. Are you or any member of your household required to permanently register in any national, state, or tribal sex offender database? [ ] Yes [ ] No

If yes, please explain:

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**FAILURE TO DISCLOSE CRIMINAL CONVICTIONS MAY RESULT IN A FINDING OF INELIGIBILITY FOR HOMEOWNERSHIP APPLICATION.**

**SIGNING THIS APPLICATION**

**Do NOT sign any form unless you have read it, understand it, and are sure all forms are complete and accurate, and all documentation has been provided.**

**APPLICANT CERTIFICATION**

I/We certify that the information provided within this Application and the attached documents and given to the Lac Vieux Desert Band of Lake Superior Chippewa Indians Housing Department on household composition, criminal history, and financing is accurate and complete to the best of my/our knowledge and belief. I/We also understand that false statements or information are grounds for denying my application and termination of any pending purchase agreement.

\_\_\_\_\_  
**Signature of Head of Household**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Spouse or Other Adult**

\_\_\_\_\_  
**Date**





but not limited to, addresses, social security number, and date of birth. I acknowledge and agree that this authorization may be photocopied and used for the receipt of information described herein for a period of one (1) year from the signature date indicated below.

I further understand that I will have an opportunity to dispute the accuracy and relevance of the results in accordance with Lac Vieux Desert Housing Department policy.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Housing Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date of Expiration (1 year after signing):** \_\_\_\_\_

**ORI (MIDI0029Q)**

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- FOR HOUSING DEPARTMENT INTERNAL USE ONLY -

**Applicant Name:** \_\_\_\_\_ **Applicant Date of Birth:** \_\_\_\_\_

**Date Received by LVD Housing Department:** \_\_\_\_\_

**Date of Criminal History Report:** \_\_\_\_\_

**Housing Representative:** \_\_\_\_\_

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APPENDIX A – REHABILITATIVE EVIDENCE

**UNDER CERTAIN CIRCUMSTANCES REHABILITATIVE EVIDENCE MAY BE PRESENTED IN ORDER TO SUPPORT AN APPLICANT’S POSITION THAT HE OR SHE (OR A MEMBER OF HIS OR HER FAMILY) HAS AND WILL MAINTAIN A LIFESTYLE THAT LENDS ITSELF TO A SAFE AND SECURE ENVIRONMENT FOR THE COMMUNITY, DESPITE PAST CRIMINAL CONVICTIONS.**

Rehabilitative Evidence. In its consideration of any Applicant with a conviction record, the Department shall consider the following potential rehabilitative measures, as well as any others it deems relevant:

- 1) If the Tribe offers any form of certification of rehabilitation following a conviction, the Department will assume that an Applicant, existing Tenant, member of the Tenant’s Household, or Recipient of a housing program, who has such a certificate has been rehabilitated since his or her conviction.
  - 2) Participation in treatment program for addiction, if any, to illegal drugs or alcohol;
  - 3) Employment status or efforts to seek employment;
  - 4) Participation in any work training program or improvements in education;
  - 5) Participation in counseling or other behavioral management program;
  - 6) Involvement of family, friends or community groups in a support network;
  - 7) Recommendations by parole or probation officer, case worker, counselor, family member, clergy, traditional or spiritual leader, employer, community leader or other involved individuals;
  - 8) Any other rehabilitative efforts, regardless of whether it appears in this list;
  - 9) Any other information relevant to the current lifestyle of the individual.
2. For any Applicant who is disabled, elderly, or otherwise unlikely to be able to participate in the rehabilitative measures outlined above, the Department shall pay particular attention to any other factors brought to its attention and shall not discriminate against such an Applicant for his or her failure to participate in specific activities.
  3. If requested, an Applicant will be given an opportunity to review and explain any conviction record to the Department before any decision is made. The Department must consider the potential Applicant’s explanation about the circumstances of any conviction and/or any inaccuracies in the conviction record.