

Home Repair Program Application



The Home Repair Program is intended to provide funds for the rehabilitation of owner-occupied, single family residential dwellings. Repairs will focus on improvements that will reduce the long-term costs of homeownership such as energy efficiency improvements and removal of health risks. The three categories of repairs include A Brush with Kindness, Weatherization and Critical Home Repair.

Section 1 - Application Information

Applicant Name	
Address	
City, State and Zip	
# of years at this address	
Cell Phone/Home Phone	
Social Security Number	
Email	
Co-Applicant Name	
Cell Phone/Home Phone	
Social Security Number	
Email	

List the name, age and relationship to applicant for all people living in the home:

1	
2	
3	
4	

Section 2 - Other Programs Applied To?

Have you applied to our program before? Have you applied to any other agencies for assistance with home repairs?

Section 3 - Release of Information

If your application is more appropriate for another community program, may we share your application with that agency?

Unless you give us permission, your information will remain confidential from other community agencies. If you write yes, you give Otsego-Antrim Habitat for Humanity your consent to share the information you provide on this application with similar organizations, if we are not able to assist you.

Notice: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission, Washington, DC 20580.

Section 4 - Monthly Income

Income Source	Applicant	Co-Applicant	Others in household	Total
Wages				
TANF				
Alimony				
Child Support				
Social Security				
SSI				
Disability				
Other: _____				
Total				

Please note: Self-employed applicants may be required to provide additional documentation such as tax returns and financial statements.	Household members whose income is listed above			
	Name	Income Source	Monthly Income	Date of Birth

Source of Down payment

Applicants are required to make a 1.5% deposit on projected project costs for this program. Where will you get the money to make the down payment?

Section 5 - Monthly Expenses

Account	Applicant	Co-Applicant	Total	Notes
Mortgage Payment				
Homeowners Insurance				
Health Insurance				
Vehicle Insurance				
Child Care				
Utilities				
Phone, Internet, Cable				
Business Expenses				
Credit Cards				
Union Dues				
Loan Payments				
Student Loan Payment				
Medical				
Other				
Total				

Section 6 - House Information

House Information: Place a large "X" over the house (below), which most resembles the size of your house.



1 Story 1.5 Story 2 Story 2.5 Story

Year Purchased: _____
 Year Built: _____
 Last Painted: _____
 Square Feet: _____

House - please circle

Siding **Trim**

wood
 brick
 shakes
 stucco
 painted stucco
 asbestos/slate
 aluminum
 vinyl

Garage - please circle

Siding **Trim**

wood
 brick
 shakes
 stucco
 painted stucco
 asbestos/slate
 aluminum
 vinyl

Parts of house and garage that need painting (please circle):

- House siding
- House trim
- Garage siding
- Garage trim
- Other:

Repairs needed on exterior of house and garage:

Section 7 - Application History

Have you applied before? Yes or No If Yes, when _____
 Have we done repair work before? Yes or No If Yes, when _____

Section 8 - Personal Statement

Please write a brief explanation of your situation and why you feel you should be selected for our program and how it will benefit you.

Section 9 - Requested Repairs

Briefly describe the type of work you would like done on your home. Attach a separate piece of paper if there is not enough space to list all repairs. Remember that the items listed below will be considered for repair, but the final decision on what work can be done with our time and financial resources will be made at the discretion of the Home Repair categories. OAHFH will first focus on the most crucial needs for health and safety. Volunteers assist with a lot of our projects and all are not professionals, you agree to this when you sign your Homeowner Responsibility Agreement.

Describe the Below Area of Repairs

Painting: List all exterior painting requirements and please be specific:

Yard Work: Indicate if there is yard cleanup and/or trash removal required. Describe any landscaping needs:

Other Minor Exterior Repairs: List any exterior repairs that may be necessary. Examples: broken handrail, rotting porch step, ramp needed, etc.

Accessibility Modifications: Examples: Wheelchair ramp, bathroom grab bars, accessible shower stall, etc.

Appliances: Identify appliances such as stove, fridge, or hot water heater that do not work or need repair:

Plumbing Repairs: Describe sink, tub or toilet problems:

Doors and Windows: Describe repairs required, including locks, glass, frame, or weather stripping:

Electrical Repairs: List rooms where wall outlets, switches and light fixtures do not work:

Carpentry Repairs: Describe problems with doors, floors, porches, steps, walls, ceilings etc. Indicate places in house needing repairs.

Other: Identify other repairs requested but not listed above:

Complete the following if you are **not** the homeowner, but are assisting the homeowner in completing this application.

Your name:

Your daytime telephone number:

Is homeowner aware of this application?

Section 10 - Media, Publicity and Volunteers

Otsego-Antrim Habitat for Humanity, Inc. often works with corporate and/or church sponsors. These sponsors may provide funds for our projects. Additionally, they provided some of the volunteers to help complete the work on the home. In celebration, some sponsors may wish to publicize the event and/or information about the family in different newsletters, newspapers, radio stations, television, etc.

I/we consent to having information released about our family to sponsors and for internal Habitat for Humanity publications including, but not limited to, the organization's newsletters, and website. This may include but is not limited to, photographs and interviews as well as in-home visits from elected officials.

Signature of Homeowner

Date

Signature of Homeowner

Date

Where did you learn about Otsego-Antrim Habitat for Humanity and our Home Repair Program?

TV Radio Newspaper Flyer Friend Neighbor

Neighborhood Organization Habitat ReStore

Other (please describe):

Section 11 - Program Understanding

I, _____ certify that the information on this application is true and accurate and that I own the property at _____. I have no present intention to move or offer my home for sale for a least five years. I confirm that, except for the conditions listed in this application, my home is a safe place for volunteers.

I understand that the people who may work on my home are unpaid volunteers; that few, if any of them, are skilled in the building trades; and that Otsego-Antrim Habitat for Humanity, Inc. MAKES NO WARRANTIES, EXPRESSED OR IMPLIED REGARDING ANY MATERIAL USED OR WORK DONE BY ANYONE AT MY HOUSE. I hereby agree that my assignees, their heirs, distributees, guardians, and legal representatives will not make a claim against, sue or attach the property of Otsego-Antrim Habitat for Humanity or any affiliated organizations or the suppliers of any tools or equipment that I use in these activities, for injury or damage resulting from negligence or other acts, howsoever caused by any employee, agent, contractor of, or participant in Otsego-Antrim Habitat for Humanity activities. I hereby release Otsego-Antrim Habitat for Humanity and any of its affiliated organizations from all actions, claims, or demands that my assignees, heirs, guardians, and legal representatives now have or may hereafter have for injury or damages resulting from my participation in any Otsego-Antrim Habitat for Humanity activities.

Signature of Homeowner

Date

Signature of Homeowner

Date

Application Checklist

	Did you complete all 11 sections of this application?
	Did you sign the application? (Section 11)
	Did you enclose a copy of the deed on your home or other proof of ownership, such as a property tax receipt? All documents submitted must show the name and address of the applicant.
	Do you currently have homeowner's insurance? If Yes, please provide proof.
	Did you include a statement verifying income (examples below):
	Your income tax return for the last 2 years with W-2's
	30 consecutive days of paystubs or award letters for Social Security or other benefits
	Your last 2 bank statements (including the name and mailing address of bank and your account number)
	Proof of child support or other public assistance
	All adults over the age of 18 , must submit income documentation (or prove current student status) showing name and address
	Did you provide a copy of your most current utility, phone, and other monthly bills?

Otsego-Antrim Habitat for Humanity seeks to improve homes and communities through the use of volunteers. If you are involved in your community, please describe (i.e. school activities, community groups, sports organizations, church membership, or organizations in which a member of the household is active, etc.).



Otsego-Antrim Habitat for Humanity is an equal opportunity housing provider, licensed builder, mortgage lender and licensed retailer. It is the policy of this affiliate to accept applications for housing assistance from all who need a decent, affordable place to live regardless of race, religion, age, gender, national origin, disability or familial status. The Habitat ReStore and Administrative Offices welcome persons with disabilities in a handicap accessible environment. Habitat also welcomes volunteers of all skill levels, offering opportunities for learning and community engagement to all who are willing to support the Habitat mission. Otsego-Antrim Habitat complies with all local, state and federal mortgage lending and building regulations.

For Office Use Only	Date Received _____	Citation: _____
NOIC Applicant Sent _____		
NOIC Affiliate Sent _____		Adverse Action Letter Sent _____

Information for Government Monitoring Purposes

PLEASE READ THIS STATEMENT BEFORE COMPLETING THE BOX BELOW: The following information is requested by the federal government for loans related to the repairs of homes, in order to monitor the lender's compliance with equal credit opportunity and fair housing laws. You are not required to furnish this information, but you are encouraged to do so. The law provides that a lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it or not. However, if you choose not to furnish it, under the federal regulations this lender is required to note ethnicity, race and sex on the basis of visual observation or surname. If you do not wish to furnish the information below, please check the box below.

Applicant

Co-applicant

I do not wish to furnish this information.

Race (applicant may select more than one racial designation)

- American Indian or Alaska Native
- Native Hawaiian or other Pacific Islander
- Black/African-American
- White
- Asian

Ethnicity:

- Hispanic or Latino
- Non-Hispanic or Latino

Sex

- Female
- Male

Birthdate:

Marital Status:

- Married
- Separated
- Unmarried (single, divorced, widowed)

I do not wish to furnish this information.

Race (applicant may select more than one racial designation)

- American Indian or Alaska Native
- Native Hawaiian or other Pacific Islander
- Black/African-American
- White
- Asian

Ethnicity:

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Sex:

- Female
- Male

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Marital Status:

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To be completed by the person conducting the interview.

This application was taken by:

Face-to-face interview

By mail

By telephone

Interviewer's name: (Print or type)

Interviewer's Signature and date:

Interviewer's phone number: