



## Home Repair Program Eligibility Criteria

### NEED

Recipients are required to complete an application and must meet the following eligibility guidelines. Applications are not deemed complete until all requested documentation is received.

- Meet the program population requirements.
- Low to moderate household income and assets as defined by U.S. Federal Poverty Guidelines as Average Median Income (AMI) of 80% or below.
- Proof of Income. Income of all adult members must be disclosed. Married or cohabiting individuals must complete a joint application.
- Proof of Identity.
- Own and/or permanently reside in the home for which repair is requested. Written consent from any non-applicant owners will be required prior to commencement of work. Exception: yard work, ramps and rails projects may be completed at rental properties with the property owners' written consent and waiver of liability.
- Eligible properties are Single Family Residences. Manufactured homes will be considered on a case-by-case basis and scope of work and year of construction will be considered.
- Applicants who own multiple real estate properties are not eligible.
- Homeowner must be current with the following:
  - Mortgage Loan Payment (if still making payments)
  - Property Taxes
  - HOA dues if applicable
- Proof of Residence within the identified ECHH service area.
- Proof of honorable or general under honorable conditions discharge, typically Form DD-214 (Military Veterans Only).
- Consent to a Sex Offender Background Check of all adult members of the household.
- Applicant will sign an agreement not to sell the home for three (3) years after completion of repairs. This requirement may not be applicable for ramp construction.
- Funding source may require additional information.

### WILLINGNESS TO PARTNER WITH HABITAT

- The homeowner or service recipient must provide the required information by given deadlines.
- Homeowner/recipient must agree to partner with Erath County Habitat for Humanity to complete sweat equity as listed below:
  - At least one person from the household needs to be onsite by appointment to work on the project along with the volunteers. The homeowner, or an appointed family member or friend, will contribute to sweat equity hours. If there is a physical challenge to helping with repairs, homeowner and/or appointed family member will work with ECHH to determine an alternate way to perform sweat equity. This may include homeowner or appointee serving as host for workday, helping with sign in of volunteers, and providing cool water for workers.
  - For safety reasons, children under the age of 16 years old are not allowed on the construction site while construction is in progress. Children between the ages of 16 and 18 years old must be accompanied by a parent or guardian.

## Home Repair Program Eligible Repairs

### EXTERIOR (First Floor Only)

- Minor siding and trim repair and replacement; replacing wood members
- Exterior scraping, caulking, and painting
- Handrails at property entrances
- Replace wood damaged by termites (after recent termite treatment) and dry rot, including sill, frames, etc.
- Window repair (new screen, glass, glazing) or replacement
- Gutter replacement/repair
- Porch, deck, or wheelchair ramp construction
- Repair or replacement of porch, stairs, or ramp
- Door repairs or replacements
- Weather-stripping at doors
- Caulking and foaming cracks and gaps at the doors and windows
- Adding or replacing door seals

### INTERIOR (First Floor Only)

- Bathroom grab bars
- Handrails at building exits
- Plug-in carbon monoxide detector

### Repair Exclusions:

- Foundation repairs
- Roof repairs
- Repairs above the first floor of the residence
- Cosmetic or decorative repairs and modifications
- Construction or demolition of rooms and additions
- Remodeling improvements not related to health, safety, or accessibility needs
- Repairs on properties that are uninhabitable
- Repairs on properties with open permits
- Repairs on properties undergoing current construction, renovation, or remodeling
- Repairs on properties in a state of incomplete construction, renovation, or remodeling
- Repairs on properties which Habitat deems unsafe for staff, volunteers, or contracted professionals
- Homes that are “red tagged”, condemned, uninhabitable and/or with extensive damages over the program limit are not eligible.
- Property cannot currently be under construction, renovation, or remodel OR in a state of incomplete construction, renovation, or remodeling activity.
- The budget for total material cost on the entire project will be based on need.
- Mold Remediation
- Lead based paint removal
- Asbestos testing or abatement

**Provide the following documents when you return your application**

You will need to provide proof of total household income by providing **copies** of the supporting documents listed below. Your application will be considered incomplete if the documents are not provided with the application.

If you need assistance in completing the application, call the main office at 254-413-5869 and leave a message. We will return your call to schedule an appointment.

- **Copies of Driver’s License and/or Texas I.D. for all adult family members (18 years old and older)**
- **Proof of Income: most recent tax return and most recent two months of pay stubs or bank statements**
  - **Copies of current award letters or most recent stubs for:**
  - **Social Security**
  - **SSI**
  - **Pension or retirement**
  - **Disability (SSDI) (VA)**
  - **Child Support, TANF**

**To order a Social Security Statement, please call 1-866-964-6304**

**Requested Repairs**

Please note the available type of repairs or modifications you are requesting for your home, noting the most important (1) to least important (8).

- \_\_\_\_\_ Ramp access to primary entrance
- \_\_\_\_\_ Handrail to primary entrance
- \_\_\_\_\_ Porch repair/replacement for access to primary entrance
- \_\_\_\_\_ Trim/remove overgrown vegetation for access and home preservation
- \_\_\_\_\_ Grab bars in first floor bathroom
- \_\_\_\_\_ Minor, exterior first floor repairs including windows and doors
- \_\_\_\_\_ Exterior caulking and painting for preservation on the first-floor level
- \_\_\_\_\_ Exterior weatherization of first floor windows and doors
- \_\_\_\_\_ Other



We are pledged to the letter and spirit of U.S. policy for the achievement of equal Housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtain housing because of race, color, religion, sex, handicap, familial status, or national origin.

P.O. Box 505  
 Stephenville, TX 76401  
 (254) 413-5869

## Home Repair Program Application

<b>Applicant</b>	<b>Co-Applicant</b>
Name _____	Name _____
Address _____	Address _____
Date of Birth ____ / ____ / ____	Date of Birth ____ / ____ / ____
Marital Status:	
<input type="checkbox"/> legally married	<input type="checkbox"/> legally married
<input type="checkbox"/> separated	<input type="checkbox"/> separated
<input type="checkbox"/> unmarried (Incl. single, legally divorced, widowed)	<input type="checkbox"/> unmarried (Incl. single, legally divorced, widowed)
Phone Number	
(home) _____	(home) _____
(cell) _____	(cell) _____

List the names, ages, and relationship to applicant of all people living in the home: (Attach a list if more space is needed)

Name	Relationship to Applicants	Age

Do you own your home?    ___ YES    ___ NO	Did you or anyone in your household serve or is currently serving in the military?    ___ YES    ___ NO
--	---

**Personal Statement**

Please write a **brief** statement of why you need Home Repair Services

**FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE**

Date Application Received \_\_\_\_\_

Date of Family Visit \_\_\_\_\_

Date of Property Assessment \_\_\_\_\_

Accepted \_\_\_\_\_

Denied \_\_\_\_\_

**Applicant Employment Information\***

Employer's Name \_\_\_\_\_

Employer's Address \_\_\_\_\_

Employer's Phone \_\_\_\_\_

Type of Business \_\_\_\_\_

Years at this job \_\_\_\_\_

Monthly Wages (gross) \$ \_\_\_\_\_

**Applicant Assets\***

Name of Bank/Savings and Loan/Credit Union \_\_\_\_\_

Address \_\_\_\_\_

Balance \$ \_\_\_\_\_

**Applicant Monthly Income\***

Wages \$ \_\_\_\_\_

Food Stamps \$ \_\_\_\_\_

Social Security \$ \_\_\_\_\_

SSI \$ \_\_\_\_\_

Alimony \$ \_\_\_\_\_

Child Support \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**Co-Applicant Employment Information\***

Employer's Name \_\_\_\_\_

Employer's Address \_\_\_\_\_

Employer's Phone \_\_\_\_\_

Type of Business \_\_\_\_\_

Years at this job \_\_\_\_\_

Monthly Wages (gross) \$ \_\_\_\_\_

**Co-Applicant Assets\***

Name of Bank/Savings and Loan/Credit Union \_\_\_\_\_

Address \_\_\_\_\_

Balance \$ \_\_\_\_\_

**Co-Applicant Monthly Income\***

Wages \$ \_\_\_\_\_

Food Stamps \$ \_\_\_\_\_

Social Security \$ \_\_\_\_\_

SSI \$ \_\_\_\_\_

Alimony \$ \_\_\_\_\_

Child Support \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

I understand that by filing this application, I am authorizing Erath County Habitat for Humanity to evaluate my actual need for the Habitat home repair program and my willingness to partner with Erath County Habitat for Humanity. I understand that the evaluation will include personal visits, a sex offender background check for all adult household members and income and assets verification. I have answered all the questions on this application truthfully. I understand that if I have not answered the questions truthfully, my application may be denied. The original or a copy of this application will be retained by Erath County Habitat for Humanity even if the application is not approved.

**Applicant Signature** \_\_\_\_\_

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

**Applicant Social Security No.** \_\_\_\_\_

**Co-Applicant Signature** \_\_\_\_\_

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

**Co-Applicant Social Security No.** \_\_\_\_\_

\*Attach extra sheet if there is income from other adult household members besides the Applicant/Co-Applicant

**PHOTO / VIDEO RELEASE**

We, the applicant/co-applicant, hereby grant and convey in perpetuity to Erath County Habitat for Humanity all right, title, and interest in any, and all, photographic images of my/our home (interior and exterior), use of our name(s), printed interviews or statements, and video or audio recordings made by Erath County Habitat for Humanity and/or its agents, contractors, directors, employees, officers, volunteers, and other representatives. Photographic images may be made at the time of the property assessment to determine the scope of repairs needed during the course of performing the Work (described in the Scope of Work form, to be signed before beginning any work), and upon completion of the Work. We waive any, and all, royalties, proceeds, and other benefits derived from any such photographs, printed materials, and recordings.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Co-Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Complete the following if you are not the Applicant but are assisting the Applicant in completing the application:**

Name	Date	Contact Number	Organization
------	------	----------------	--------------

**Send completed application along with supporting documentation to:**

**Erath County Habitat for Humanity  
Attention: Home Repairs Program  
P. O. Box 505  
Stephenville, TX 76401**

**(254) 413-5869**

## HOMEOWNER'S AGREEMENT

I certify that the information on this application is true and accurate and that I own the property. I have no present intention to move or offer my home for sale for at least three (3) years. I confirm that any physically able adults residing in my home or visiting on the project day will work alongside the volunteers. I confirm that, except for the conditions listed on this application, my home is a safe place for volunteers.

I understand that the people who may work on my house are unpaid volunteers; that few, if any of them, are skilled in the building trades; and that Erath County Habitat for Humanity **MAKES NO WARRANTIES, EXPRESSED OR IMPLIED, REGARDING ANY MATERIALS USED OR WORK DONE BY ANYONE AT MY HOUSE.** I hereby agree that I, my assignees, their heirs, distributes, guardians, and legal representatives will not make a claim against, sue or attach the property of Erath County 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 Erath County Habitat for Humanity activities. I hereby release Erath County Habitat for Humanity and any of its affiliated organizations from all actions, claims or demands that I, my assignees, heirs, guardians, and legal representatives now have or may hereafter have for injury or damages resulting from my participation in any Erath County Habitat for Humanity activities.

I understand that Erath County Habitat for Humanity screens all potential staff (whether paid or unpaid), board members, and applicant families on the sex offender registry.

By signing this agreement, I submit to such screening.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Co-Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*\* Exception: yard work, ramps and rails projects may be completed at rental properties with the property owners' written consent and waiver of liability.*



## Home Repair Program Application Checklist



- Complete application form with signature of applicant and co-applicant
- Copies of Driver's License and/or Texas I.D. for all adult family members (18 years and older)
- Copy of most recent property tax bill or proof of payment plan from the Erath County Tax Office
- Current Mortgage Statement, if applicable, to prove current status
- Documentation of all income for applicant, co-applicant and adults living in home
  1. Copy of most recent income tax return
  2. Copy of last 2 months pay stubs or other proof of income for the last 2 months
  3. Copy of benefit letters for social security, disability, retirement, and proof of child support, if any