

Dear Prospective Participant:

Thank you for your interest in the Habitat Home Repair program at Habitat for Humanity of Frederick County, MD. HFHFCMD is a Christian housing ministry financed through private donations and utilizing volunteer labor. We are a "Hand Up, Not A Hand Out" program. Our purpose is to partner with families in need to provide a homeownership opportunity and to preserve homeownership.

HHRP is a home preservation program. The purpose of this program is to create a safe, healthy, accessible, and affordable home for existing homeowners. The Home Repair program is not meant to complete typical homeowner tasks (mowing the lawn on a regular basis, cleaning gutters, changing air filters, etc.) or make cosmetic repairs due to homeowner neglect. Please read the following to see if you have an interest in our ministry and if you meet our general guidelines:

To Qualify:

- You must be the homeowner that lives in the home that needs repair and the home must be in Frederick County, MD.
- You must have a need. The condition of your home should be such that minor exterior repairs and maintenance, landscaping, clean up, painting, deck and ramp construction can be completed by volunteers.
- Total household income range cannot be more than 80% of the median income for Frederick County, MD based upon family size.
- With your permission we will verify information on your application such as employment, income, debt, homeownership, and insurance coverage.

If Approved to Participate:

- We ask that you and other adults living or visiting your home on the day of the event participate with our volunteers.
- Contribute a portion of the total cost of your approved projects based on a sliding scale repayment system. Please see below:

Calculate Your Homeowner Contribution						
Persons in family	1	2	3	4	5	Payment Amount
Income Level	Up to \$25,500	Up to \$29,150	Up to \$32,800	Up to \$36,400	Up to \$39,350	One-time payment of \$25.00
	\$25,501 - \$54,350	\$29,151 - \$62,100	\$32,801 - \$69,850	\$36,401 - \$77,600	\$39,351 - \$83,850	5% of actual project cost, with minimum of \$100.00

If you are interested in Habitat and believe you qualify for HHRP, we encourage you to complete the attached application and return it to Habitat for Humanity at PO Box 338, Frederick, MD 21701-0338 or Fax to 301-698-1697.

Your application will be reviewed within 14 business days of receipt. Then we will contact you to let you know if you qualify for a home visit to inspect what needs to be done and determine the extent of work that has been requested to make sure that it fits the scope of program.

If you have any questions, please feel free to contact the Habitat office at (301) 698-2449 between 8:00am and 3:00pm Monday through Friday.

Sincerely,

Amanda Baulig  
Family Services Coordinator



**Mail or fax completed application to:**  
 Habitat Home Repair Program  
 Habitat for Humanity of Frederick County  
 P.O. Box 338  
 Frederick, MD 21701-0338  
 Tel: (301) 698-2449 Fax (301) 698-1697

For Office Use Only
Date Rec'd _____
Rec'd by _____

Please Print Legibly

## SECTION 1 - Homeowner Information

Legal Name of Homeowner: _____	
Home Address: _____	City: _____ Zip: _____
Email: _____	Home: _____ Cell: _____
# Years at Address: _____	Neighborhood: _____ Are you a Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No

List the names, ages and relationship to homeowner of all people living in the home (attach a list if more space needed)

Name/relationship: _____	Age: _____
Name/relationship: _____	Age: _____
Name/relationship: _____	Age: _____
Name/relationship: _____	Age: _____

## SECTION 2 - Special Needs

Is the homeowner or anyone in the home disabled?  Yes  No

If yes, indicate the type of disability below (check all that apply, please describe if "other"):

Uses a Walker, Cane or Crutches  Wheelchair Bound  Blind  Hearing Impaired  Loss of Limb

Mentally Disabled  Other: \_\_\_\_\_

Is translation needed?  Yes  No If yes, what language? \_\_\_\_\_

## SECTION 3 - Sharing Your Personal Information

If your application is a more appropriate fit with other, similar programs, may we share it with them?  Yes  No

Unless you give us permission to share your information with other organizations, your application will be kept confidential. If you check yes, you give HHRP your consent to share the information you provided on this application with similar organizations like Rebuilding Together, Impact4Frederick, etc.

## SECTION 4- Household Income, Debts and Mortgage Information

What is the total, combined income before taxes for ALL persons living in the home? \$ \_\_\_\_\_ per year

You **must** attach verification of Household Income for ALL adults (18 years old and older) in the house unless proven full time student (up to 26 years old). See Section 7 for Checklist that **MUST** be provided with this application to be complete.

Are you still making loan payments on your house?  Yes  No Monthly payment: \$ \_\_\_\_\_

## SECTION 5 - House Information

Which most resembles the size of your house?

- 1 Story    1.5 Story    2 Story    2 Story Split  
 Other \_\_\_\_\_

Exterior of house:

- Brick    Aluminum    Wood    Vinyl  
 Other \_\_\_\_\_

Which most resembles the type of your house?

- Single Family    Duplex    Townhouse  
 Other \_\_\_\_\_

\_\_\_\_\_  
Year Built

\_\_\_\_\_  
Year Purchased

## SECTION 6 - Checklist

- Did you complete **ALL** sections of this application?
- Did you **sign** the application/homeowners agreement?
- Did you attach a copy of **ALL last month's** paystub/proof of income for **ALL** persons over 18 in the household?
- Did you attach a copy of **ALL last month's** bank/credit union statements? (Checking, Savings, etc.)
- Did you attach a copy of **ALL last month's** bills/debts statements? Please include semi-yearly/yearly statements. ex: water bill, car insurance, etc.
- Did you attach a copy of your **current** homeowner's insurance?

## SECTION 7 - Application History

Have you applied to HHRP or ABWK in the past?    Yes    No   If yes, what year? \_\_\_\_\_

Has HHRP or ABWK done work at your home in the past?    Yes    No   If yes, what year? \_\_\_\_\_

Have you had work done at your home by another program (ex: ImpactFrederick, Rebuilding Together, Frederick County Realtors Association, etc.) in the past?    Yes    No   If yes, who and what year? \_\_\_\_\_

## SECTION 8 - Media and Publicity

Where did you learn about Habitat Home Repair Program?    TV    Radio    Newspaper    Flier    Friend  
 Neighbor    Other: \_\_\_\_\_

If HHRP selects your house to be repaired:

\_\_\_\_\_ I give permission to be photographed on the day(s) of repair

\_\_\_\_\_ I give permission to have my name and photograph printed in the local newspaper

\_\_\_\_\_ I am willing to be interviewed by the media about what HHRP is doing with your house

## SECTION 9 - Needed Repairs

Briefly describe the type of work you need 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 Habitat Home Repair committee. The work done by HHRP will focus on warmth, safety and independence. Our volunteers are NOT professionals and may not be able to make all repairs.

PLEASE PRINT LEGIBLY

Area of Repair	Description
<b>Accessibility Modification:</b> ex: wheelchair ramp, grab bars, door handles, etc.	
<b>Carpentry Repairs.</b> Describe problems with the doors, floors, porches. steps, walls, etc.	
<b>Roofing Repairs.</b> Identify where roof leaks	
<b>Painting.</b> List any Exterior painting needs	
<b>Doors and Windows.</b> Describe repairs needed, including locks, glass, frames, weather - stripping, etc.	
<b>General Cleaning.</b> Indicate if there is yard work needed.	
<b>Other.</b> Identify other repairs needed not listed above.	

**SECTION 10 - Personal Statement** (use back of sheet if need more room)

**SECTION 11 - Homeowner's Agreement**

I certify that the information on this application is accurate and that I own the property and primary resident at the address given on this application. I have no present intention to move or offer my home for sale for at least 3 years or you will need to pay back 100% of the total cost. We may put a lien on your house if needed.

I confirm that any physically able person residing in my home or visiting for the project that day will work alongside the HHRP (Habitat Home Repair Program) volunteers. I confirm that, except for the condition listed above, my home is a safe place for volunteers.

To the extent permitted by law and without affecting the coverage provided by the required homeowner insurance, I waive any rights it may have to recover against Habitat for Humanity of Frederick County, MD and its programs for (1) damages for injury or death to persons or (2) damages to property for claims arising from such damages. This waiver is intended to waive fully, for the benefit of Habitat for Humanity of Frederick County, MD, any rights and/or claims, which might rise to a right of subrogation.

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 ABWK MAKES NO WARRANTIES, EXPRESS OR IMPLIED, REGARDING ANY MATERIALS USED OR WORK DONE BY ANYONE AT MY HOUSE. I hereby release ABWK, Habitat for Humanity of Frederick County and all associated with it from any and all liability whatsoever.

\_\_\_\_\_  
SIGNATURE OF HOMEOWNER

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Cell Number

Is homeowner aware of this application?

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Number

YES

NO

\_\_\_\_\_  
Relationship to Homeowner