



Home Repair Program APPLICATION

Approved
 Yes No
Date: _____

Mail completed application to:

HFHEB
P.O. Box 6196
Sheridan, WY82801

Equal Housing Opportunity

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 obtaining housing because of race, color, religion, sex, handicap, familial status or national origin.



Dear Applicant: We need you to complete this application to determine if you qualify for our Home Repair Program. Please fill out the application as completely and accurately as possible. All information you include on this application will be kept confidential.

PLEASE BE AWARE THAT DUE TO FUNDING AND INSURANCE GUIDELINES WE ARE NO LONGER ABLE TO MAKE REPAIRS TO MOBILE HOMES OR PERFORM ROOFING REPAIRS.

SECTION 1 - Homeowner Information

Legal Name of Homeowner: _____ Age: _____
Home Address: _____ City/State: _____ Zip: _____
Email: _____ County: _____

Telephone Number(s) Home: _____ Number of Years at Address: _____
(Please include area codes) Other: _____

List names, ages and relationship to homeowner of all people living in the home:

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: _____
Is the homeowner or anyone in the home a veteran? Yes No

SECTION 3 - Household Income and Mortgage Information

The total combined gross income, before taxes for ALL persons living in the home is \$ _____ per YEAR.

You must attach verification of all HOUSEHOLD income for each adult in the house, unless a full time student (provide proof of registration) and/or benefits for children.
For instance, the most recent income tax return, monthly social security statement, other retirement income statements, employment check stub, etc. (Please note on attached statements if it represents annual, monthly, bi-weekly, or weekly income.)

Are you still making loan payments on your home? Yes No

If yes, what is your monthly payment? \$ _____/month

After paying your monthly bills (gas, electric, insurance, food, phone, medical, etc.), approximately how much money is left to spend on house repairs? \$ _____/month.

SECTION 4 - Employment Information

Employer: _____ Phone No: _____

Address: _____

Supervisor: _____ Yrs. Of Employment: _____

SECTION 5 - Availability of Funds

Will you be able to pay back the costs of the project in the form of a no-interest loan? Yes No

Loans would be repaid \$5-\$50 per month, depending on your ability to repay. No work will be done without a clear understanding of what work is free and what work requires payment. For minor projects, donations of any size are appreciated to cover our costs and enable future assistance to the community.

SECTION 6 - Media and Publicity

Where did you learn about the Home Repair Program?

TV Radio Newspaper Flyer Friend Neighbor Neighborhood Organization

Social Media Other (please describe): _____

If ABWK selects your house to be repaired, would you be willing to have your picture taken or be interviewed by media reporters? Yes No

May we bring elected officials to your home? Yes No

SECTION 7 - Application History

Have you applied to ABWK in the past? Yes No What year? _____

Has ABWK done work at your home in the past? Yes No What year? _____

SECTION 8 - Homeowner's Agreement

I certify that the information on this application is accurate and that I own the property at the address given on this application. 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 persons residing in my home or visiting for the project day will work alongside the Home Repair Program volunteers. I confirm that, except for the condition listed in 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 the Home Repair Program MAKES NO WARRANTIES, EXPRESS OR IMPLIED REGARDING ANY MATERIALS USED OR WORK DONE BY ANYONE AT MY HOUSE. I hereby release the Home Repair Program, Habitat for Humanity of the Eastern Bighorns and all who may be associated with it from any and all liability whatsoever.

Moreover, to the extent damages are covered by insurance during the work to be performed, the parties waive all rights against each other and against any contractors, consultants, agents, employees or volunteers of the other for damages, except each party's rights as they may have to the proceeds of such insurance policy. The parties, as appropriate, shall require the contractors, consultants, agents and employees of the parties' similar waivers in favor of the other parties.

Sex offender/Background check policy

Each applicant will be screened for criminal history in the sex offender national data base.

Habitat in its sole descretion, will make an individualized inquiry to determine if the information on the report is substantial enough for deslection. Habitat will consider several factors, including, and without limitation, one or more of the following:

- Nature of the conviction and whether children were involved.
- Time elapsed since the offense.
- Extent to which the offense may affect the person's fitness.

Habitat reserves the right to recheck status at any time during the construction process. By signing below you authorize Habitat to obtain a background check. If no approval is given to Habitat, the application will be denied, and an adverse action notice will be issued.

Signature of Homeowner

Date

SECTION 9 - Scope of work outline

Home Preservation: Exterior work that includes painting, patching, minor repair, landscaping, and replacement of exterior building materials for maintaining good or sound conditions.

Critical Home Repair: Interior or exterior work performed to address the health and safety issues or code violations. Critical home repair includes such activities as a change to or repair of materials or components; a reconfiguration of space; a modification for accaessibility; or mechanical or electrical systems on an existing structure.

Weatherization: Work done to improve energy efficiency and indoor air quality of a structure. The scope of work of a weatherization project is is defined by a comprehensive energy audit. Weatherization projects also include testing of the home upon completion.

The Home Repair Program is a program put in place to help those in need of warmth, safety, independence, and home preservation.

SECTION 10 -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 general contractor and the Executive Director.

Our volunteers are not professionals and may not be able to make all repairs.

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Area of Repair	Description
Accessibility Modifications: Wheelchair ramp, bathroom grab bars, accessible shower stalls, etc. Would you like an assessment? <input type="checkbox"/> Yes <input type="checkbox"/> No	

<p>Entrance Repairs: Describe problems with doors porches, steps, or other repairs needed for safe entry into the home.</p>	
<p>Painting: List all interior rooms that require painting and any exterior painting requirements.</p>	
<p>Appliances: Identify appliances such as stove, refrigerator, or hot water heater that do not work and need repair.</p>	
<p>Doors and Windows: Describe repairs required, including locks, glass, frames, weather-stripping, etc.</p>	
<p>General Cleaning: Indicate if there is yardwork, trash removal, or landscaping needed.</p>	
<p>Other: Identify other repairs requested but not listed above.</p>	