

All information provided will remain confidential. Failure to properly complete and submit this application could result in denial of services. *If assistance is needed, please do not hesitate to contact us at (845)297-7610 x4 or jennifer.radicone@habitatdutchess.org.*

Dear Homeowner;

Thank you for trusting Habitat for Humanity of Dutchess County Inc. with your home. Because you have expressed a need for repairs and/or modifications to your home, we are sending you this Homeowner Application for our **Home Repair Program**.

Start by making sure you are eligible for the program.

Applicants must have income below 80% of the current Area Median Income (AMI) of Dutchess County. There is no minimum income required.

AVERAGE MEDIAN INCOME (AMI) DUTCHESS COUNTY: \$115,700 2022	1 person household	2 person household	3 person household	4 person household	5 person household	6 person household	7 person household	8 person household
80% AMI	62,600	71,550	80,500	89,400	96,600	103,750	110,900	118,050

Also, please note, Habitat’s resources currently allow for the following repair projects:

Installation/Construction of access ramps, Brush with Kindness Repairs (such as landscaping, exterior painting on first floor level, porch repair), and external accessibility assistance (ramps/rails).

Unfortunately, Habitat Dutchess is unable to assist with requests for the following services at this time: *roof repair, plumbing issues, leaks, electrical repair, mold and asbestos remediation, Interior repair work.*

Please refer to our list of service providers we have worked with in the past to ask if they are able to assist with your project. The list is available at <https://habitatdutchess.org/service-providers/>

Please be aware that Habitat Dutchess is not able to accommodate every request it receives.

We approve applications based on eligibility, need, and our ability to perform requested tasks.

Thank you again for thinking of Habitat for Humanity of Dutchess County Inc. We will notify you if we are able to take on your project within 30 days after receiving your application. If your repair is urgent, please note it on your application.

Sincerely,

Habitat for Humanity of Dutchess County INC

Habitat for Humanity of Dutchess County INC

1822 South Road Wappinger Falls NY 12590 | (845)297-7610 x4 | Jennifer.radicone@habitatdutchess.org

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HOMEOWNER APPLICATION

INSTRUCTIONS

Please adhere to these instructions in completing and submitting this application.

1. Please check off the list below to confirm that you are eligible for the Home Repair Program of Habitat Dutchess:

- You are the owner of the home needing work; Habitat Dutchess can only perform repairs on Homeowner Occupied Homes
- You reside in Dutchess County;
- You face financial &/or physical challenges that prevent you from obtaining service to make the home modifications that you need;
- You have the resources to maintain homeownership at this property once the requested modifications are made;
- You, &/or members of your family, are willing to contribute sweat equity
 - For example:
 - on this project, either construction or volunteer support
 - on another Habitat project
 - at ReStore
 - at the Habitat office

Please note if you &/or members of your family are legally disabled and unable to perform sweat equity please let us know and we will have alternate opportunities available

- You will agree to pay an Application Fee of \$25.00 upon Habitat for Humanity of Dutchess County's approval to provide assistance. No fees will be charged unless your application is accepted
- You are willing to have a Sexual Offender Background Check, as well as any adults in the household over the age of 18 years old.

2. Accurately and completely provide information requested on the following pages. Be sure to sign the application on the final page. Be sure to obtain the signature of a witness.

3. Be prepared to provide the following supportive documentation:

- Photo IDs for all Applicants (driver's license, military ID, or other government-issue ID)
- Copy of Certificate of Title, or mortgage agreement, for your home
- Recent utility bill proving owner occupancy of home (electric, phone or cable, etc.)
- Proof of income for all wage earners residing at the property
- Benefit letters of financial support (SSI, unemployment, retirement, alimony, or other similar benefits)

4. Submit the Attached three-page application to Habitat for Humanity of Dutchess County:

- Completed application with signature of homeowner(s) and witness
- Mail, email as attachment or hand deliver all parts of application to:

Habitat for Humanity of Dutchess County
Home Repair Program
1822 South Road
Wappingers Falls NY 12590
jennifer.radicone@habitatdutchess.org

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Date of Application: _____

Name of Applicant (Homeowner): _____

Date of Birth: _____ Social Security #: _____

Address of Property: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____ Cell Phone Number: _____

Email address: _____

Please identify ALL occupants (including applicant) at this property:

FIRST NAME	LAST NAME	RELATIONSHIP	AGE	D.O.B.	EMPLOYER	ANNUAL INCOME	
							TOTAL HOUSEHOLD ANNUAL INCOME

- -Applicants must be below 80% of the current Area Median Income of Dutchess County. There is no minimum income required. *This will be calculated by a Qualified Loan Originator at Habitat Dutchess using the HUD Guidelines of NYS*
- *Use a separate sheet if you need more space.*
- *Be prepared to provide two recent paystubs of ALL working adults that reside at this property.*

1. Are you (the applicant) a primary owner of this property? O YES O NO
2. When did you purchase your home? _____ (year)
3. Do you have a mortgage on this property? O YES O NO
 - a. If yes, with what bank or institution? _____
 - b. If yes, what is your monthly mortgage payment? \$ _____
 - c. If yes, are your current mortgage payments current? O YES O NO
4. Are the property taxes paid and current? O YES O NO
5. Do you have other personal debt? O YES O NO
 - a. If so, in what amount? \$ _____
6. Is your primary residence at this property? O YES O NO
7. Does anyone pay rent to live at this property? O YES O NO
 - a. If so, how much monthly rental revenue do you receive? \$ _____
8. Do you fully understand the eligibility requirements and homeowner obligations as described on the cover page of this application? O YES O NO
9. Have you had repairs performed by Habitat Dutchess Before? O YES O NO

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With this application, I, the homeowner and resident of this property, request the following service from the Home Repair Program of Habitat for Humanity of Dutchess County: *****Please check one or more of the following boxes*****

Installation/ Repair of Ramp	Deconstruction of Ramp	Landscaping	Exterior Paint	Porch Repair	Exterior Accessibility

Please describe the modification(s)/repair(s) that are needed:

Please describe why you are unable to make these modifications/repairs yourself, or hire others to make the repairs or modifications:

Please describe how the current condition is impacting the safety and security of you and your family:

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OPTIONAL: The following information is used for census data only. You are not required to complete, but your assistance in collecting valuable data is appreciated.

Please indicate the gender of the primary homeowner: MALE FEMALE

Please indicate the marital status of the primary homeowner: MARRIED SINGLE
 WIDOWED DIVORCED SEPARATED DOMESTIC PARTNERSHIP

Please indicate **the number** of people residing at this property belonging to the following race(s):
 _____Caucasian _____African American _____Hispanic
 _____Asian _____Native American _____Pacific Islander
 _____Other:_____

Please indicate **the number** of people residing at this property that are:
 _____senior citizens _____veterans _____active in the military _____disabled

Acknowledgement & Agreement

FOR THIS SECTION, PLEASE INITIAL EACH ITEM AND SIGN AT THE BOTTOM OF THIS PAGE

The undersigned do hereby acknowledge and agree as follows:

- _____ All information provided herein or attached is true and accurate to the best of Applicant’s knowledge. Applicant acknowledges that providing false or misleading information on this application or in interview will lead to denial of services.
- _____ Applicant will provide additional information and documentation upon request, necessary to determine eligibility and secure assistance from HABITAT FOR HUMANITY OF DUTCHESS COUNTY partner agencies.
- _____ **Applicant acknowledges that submission of this application does not guarantee participation in the program and receipt of Home Repair assistance.** Participation is determined by HABITAT FOR HUMANITY OF DUTCHESS COUNTY, at their sole discretion, based on program guidelines, eligibility criteria, regulatory requirements, funding availability and scope of Habitat Dutchess’ abilities to perform scope of work required.
- _____ For Repairs that cost over \$5,000 Habitat for Humanity of Dutchess County reserves the right to apply a lien to the property. This lien is intended to prevent resale of homes after the work of Habitat Dutchess is complete. This does not include ramps.
- _____ Subsequent to application and approval, program participants will be required to complete and execute additional documents and agreements, including, but not limited to, Contract Agreement, disclosures, construction permits and certifications. Failure to do so may terminate Applicant’s participation in the program and receipt of assistance.
- _____ The scope of repairs, modifications and improvements to be carried out cannot be finalized until the Applicant’s eligibility for assistance is determined and approved by HABITAT FOR HUMANITY OF DUTCHESS COUNTY.
- _____ HABITAT FOR HUMANITY OF DUTCHESS COUNTY, its partner agencies, contractors, volunteers and other parties involved in the program will be provided with reasonable access to the property, to carry out repairs and improvements. Normal noise and debris will occur as part of the construction process and will be tolerated by property residents and their neighbors.
- _____ Where ever possible, financial assistance is provided by HABITAT FOR HUMANITY OF DUTCHESS COUNTY. Financial assistance is granted at the discretion of the HABITAT FOR HUMANITY OF DUTCHESS COUNTY based on availability of funds and needs of homeowner. Homeowners may choose to contribute to repair projects financially.
- _____ After work is complete, homeowner signs a Certificate of Completion, thereby indicating acceptance of workmanship. Habitat for Humanity of Dutchess County offers guarantee of product and workmanship for **30 days** beyond signing of Certificate of Completion.
- _____ Applicant will hold harmless Habitat for Humanity of Dutchess County, and any other agency or organization providing home repair/modification assistance in any way as part of this program, from any liability resulting from services rendered.

As Applicant, I do hereby affirm truth and accuracy in all information provided in this application. I acknowledge all terms of pending agreement between myself as Homeowner and Habitat for Humanity of Dutchess County and its representatives.

PRINT NAME OF APPLICANT (HOMEOWNER)

SIGNATURE OF APPLICANT (HOMEOWNER) & DATE

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For the safety of all who participate in the repair project, please initial the follow statements. **In order for repairs to be performed, this page must be signed off on by the applicant. Failure to initial and sign will result in HABITAT FOR HUMANITY OF DUTCHESS COUNTY being unable to perform repairs requested.**

COVID19 Compliance Agreement

In order to participate in a repair that is sanctioned by Habitat for Humanity of Dutchess County, I agree to the following (initial each item to indicate agreement):

_____ I understand that no members of my household can experiencing symptoms of COVID-19 while HABITAT FOR HUMANITY OF DUTCHESS COUNTY is performing repairs. I will inform HABITAT FOR HUMANITY OF DUTCHESS COUNTY if anyone is experiencing symptoms so the repair can be rescheduled.

_____ I understand that if any members of my household have had COVID-19 5 days prior to the repair, they must be masked as per CDC recommendations.

_____ I understand that no members of my household will have tested positive with COVID-19 within 5 days of work being performed. I will inform HABITAT FOR HUMANITY OF DUTCHESS COUNTY if anyone is positive so the repair can be rescheduled.

_____ I understand that if any members of my household are not vaccinated they must be masked at all times around HABITAT FOR HUMANITY OF DUTCHESS COUNTY Staff and volunteers.

*Please note as of February 10, 2022 NYS no longer mandates masks for those who are fully vaccinated, including boosters indoors.

Signature: _____

Print Name: _____

Date: _____