



Home Repairs Program

Dear Applicant,

Thank you for your interest in Durham Habitat's Home Repairs Program. We envision a Durham where everyone has a safe and affordable home.

This program is intended to assist low-income Durham homeowners in correcting substandard housing conditions which pose an imminent threat to life, safety, or accessibility. Our program is not designed to meet emergency home repair needs; it may take up to 15-18 months to schedule and complete repair needs.

In order to qualify you must:

- Be the owner and occupant of a home within Durham County.
- Have a repair that will address a health, safety, or accessibility need.
- Meet the income requirements based on the number of residents in your home.
- **Provide a completed application packet. Your application will not be processed until ALL documents are in.**

How to apply:

1. Complete the enclosed application.
2. For all members of the household over 18, provide verification of all sources of income (i.e. pay stubs, Social Security benefit letter, SSI letter, retirement benefit letter, etc.).
3. A copy of your mortgage statement (if applicable).
4. For all members of the household over 18, provide two recent bank statements (all pages).
5. Copy of photo ID for applicant and all household members over 18 years of age.
6. Provide a copy of your deed to show that you own the property. *(We can typically pull your deed from the City of Durham's website but if not it will be requested from you).*
7. Hand deliver (Tuesday-Thursday from 9am-4:30pm) or mail documents to Habitat for Humanity of Durham at 215 N. Church Street, Durham, NC 27701, OR , **fax to (919) 682-0947** OR email to repairs@durhamhabitat.org
 - Faxing applications will allow documents to be processed but the original copy of the application must then be mailed in or dropped off.
8. **Incomplete applications will not be processed. You will be notified via mail that your application is incomplete.**

If you have any questions, please call (919) 682-0516.





Home Repair Application

HOMEOWNER INFORMATION

The applicant must own and occupy the home in need of repairs.

Full Legal Name _____

Address _____

City _____ State _____ Zip Code _____

Are you currently or have you ever served in the US Armed Forces? _____

Date of Birth _____ Phone Number(s) _____

HOUSEHOLD MEMBERS

Please provide information for everyone who lives in this home, including the homeowner.
Attach a separate page if more space is needed for additional household members.

Full Name	Date of Birth	Relationship to Homeowner	Monthly Income
TOTAL:			

Please provide copy of driver's license or photo id for everyone over 18 years of age, documentation for all sources of income & two most recent bank statement (all pages) for all members of household. Monthly income before taxes includes wages or business income, retirement/pension, social security, supplemental security income, public assistance, child support, etc. **Incomplete applications will not be processed. You will be notified via mail that your application is incomplete.**

OVER PLEASE ->

FOR OFFICE USE ONLY

AMI _____ %

Date Received _____

Date Processed _____

Notes:



REPAIRS NEEDS

Have you received repairs/home maintenance assistance from other organizations? _____

If yes, please explain. _____

How did you hear about Habitat's Repairs Program? _____

Briefly list the most important repair(s) or modification(s) needed on your home.

1. _____

2. _____

3. _____

4. _____

HOMEOWNER AGREEMENT

I hereby certify/understand that:

- 1) I own and occupy the home referenced as my primary residence;
- 2) The information provided here is complete and true to the best of my knowledge;
- 3) This application is to qualify me for the Home Repairs Program, which is intended to assist low-income Durham homeowners in correcting substandard housing conditions which pose an imminent threat to life, safety, or accessibility;
- 4) Habitat has permission to access my information to verify the contents of this application and facilitate the repair of my home;
- 5) This program may not rectify all deficiencies in my home nor make the home conform to local, state, or federal housing standards;
- 6) If Habitat requires any payments or community service from me, those requirements will be explained in writing to be signed by me if I agree;
- 7) At any step in this process I may be denied if it is determined that I do not meet Habitat's criteria or the terms of the Habitat partnership;
- 8) I am only eligible for assistance once a year through the Habitat Home Repairs Program;
- 9) If at any time false or misleading information is discovered, I may be rejected.
- 10) I give consent and authorize organizations participating in the DHPC to maintain data concerning this application and any services provided to me on a database managed by partner organizations and made accessible to the DHPC to secure, perform, manage, record and evaluate energy services and program assistance.

Signature of homeowner(s)

Date

If you are not the homeowner, but are assisting the homeowner in completing this form, please provide your name, relationship to the homeowner, and phone number. _____