



Home Repairs Program

Dear Applicant,

Thanks for your interest in Durham Habitat’s Repairs Program. 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 two years to schedule and complete repairs needs.**

Minimum qualifications:

- You must be the homeowner and occupant.
- Your home must be in Durham County.
- Your requested repair(s) must address a health, safety, or accessibility need.
- Total household income cannot exceed the monthly income max, which is listed in the 2023 Durham County AMI chart below. *Please note that amounts are subject to change.*
- Submit a complete application packet.

Required Documents (for all members of the household over age 18):

Your application will not be processed until ALL required documents are submitted.

- A completed and signed application.
- Verification of all sources of income:
 - Pay stubs (two months’ worth)
 - Social Security or SSI benefit award letter
 - Retirement/pension benefit letter
- Two recent unaltered bank statements for checking and savings (all pages).
- A copy of your most recent mortgage statement.
- A copy of photo ID or driver’s license.
- A copy of your deed. *(We can typically pull your deed from the City of Durham’s website, but if not, it will be requested from you.)*

<u>2023 Durham County AMI</u>	
<u>Household Size</u>	<u>Annual Income for Household</u>
<u>1</u>	\$35,400
<u>2</u>	\$40,450
<u>3</u>	\$45,500
<u>4</u>	\$50,550
<u>5</u>	\$54,600
<u>6</u>	\$58,650
<u>7</u>	\$62,700
<u>8</u>	\$66,750

Your total household income cannot exceed the annual income max listed above.

How to submit your application:

- Hand deliver: (Tuesday-Thursday ONLY from 9am-4p)
- Mail application: ATTN: Habitat Repairs 1823 Chapel Hill Rd. Durham, NC 27707
- Fax: (919) 682-0947 – **Faxing applications will allow documents to be processed, but all original copies must be mailed in or dropped off.**

Email: homeownerservices@durhamhabitat.org Subject: Repairs Application – Name



Home Repairs Program Application

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

Full Legal Name _____
 Address _____
 City _____ State _____ Zip Code _____
 Do 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 the is 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:			

REPAIRS NEEDED

Do you currently have a mortgage on your home? _____
 Have you received repairs/home maintenance assistance from Habitat or any other organizations? _____
 If yes, please explain: _____
 How did you hear about this program? _____
 Briefly list the most important repair(s) or modification(s) needed on your home.
 1. _____
 2. _____
 3. _____

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 and signed by me.
- 7) At any step in this process, I may be denied if it is determined that I do not meet the program criteria or the terms of the Habitat partnership.
- 8) I am only eligible for assistance once a year through Durham Habitat's 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.
