



Rebuilding Together Dutchess County Home Repair Application

Please mail to: PO Box 3695, Poughkeepsie, NY 12603 or FAX: (845) 454-7378
If you have any questions, please call (845) 454-7310 or email info@RTDutchess.org

Dear Homeowner:

Included in this package is an application for our home repair and renovation services. Before you begin filling out the application please take a few minutes to read through the information below about our application and selection process so you can know what to expect over the coming months. Please note Rebuilding Together Dutchess County only serves owner-occupied homes in Dutchess County, and that the application process is a lengthy one. Should you apply, please understand that it may take a few months for you to hear from us and we ask that you have patience while we review the numerous applications we receive.

Application Period:

The application period for small repair services is year-round. The application period for large-scale repairs is from June 1, 2019 – September 30, 2019 for possible consideration for service in 2020. This is the time when we accept applications and verify homeowner qualifications. Rebuilding Together Dutchess County (RTDC) staff will review your repair application and determine if you are qualified for our services. Qualification means that you meet our income and home ownership requirements; this does not mean you have been selected to receive services. If you do not qualify, you will receive notification. If you do qualify, you will receive notification from a RTDC staff member.

Following qualification for large-scale repair services, you will be contacted by an RTDC staff member or volunteer who will schedule one or more appointments at your home to discuss the program with you and look at your home to determine what critical home repairs are needed to help ensure that you are able to live in a warm, safe, dry and independent home environment. Making your home warm, safe, dry and independent are our main priorities. **PLEASE NOTE:** Having an RTDC staff member or volunteer visit your home does **NOT** mean that you have been selected for our programs.

Selection Period:

Unfortunately, not all homes can be selected. Our organization is funded through sponsorships and grants from the community and Rebuilding Together Dutchess County must base the number of homes completed on the funds available to us. Once all qualified homeowners have had their homes previewed and/or inspected, RTDC will review all of the applicants and select the homes to be repaired. For small-scale repair services, the selection period is year-round. Large-scale repair services will be determined to take place on the April and October service days in 2020, and these decisions are made by the end of February 2020. When and if an opportunity arises to have repairs completed at your home, an RTDC staff member will contact you to discuss this process and the anticipated timeframe as to when the work will be completed.

If you have any questions about the application process, feel free to call the office at the number below. Please make sure you read through the application instructions so that nothing is left out and your application can be processed as quickly as possible.

Sincerely,

Wyeth Drummond

Wyeth Drummond, Program Manager
Rebuilding Together Dutchess County

Rebuilding Together Dutchess County offers both small and large-scale repair services. Please review the following information to determine the appropriate service for your repair needs and use the instructions below to help ensure your application is submitted completely and processed in a timely manner.

REPAIR SERVICES:

Small repair service - RTDC's small repair service provides timely small-scale repairs and safety and accessibility modifications. These repairs can typically be completed in four hours or less and include repairs such as grab bars, hand rails, improved lighting, minor accessibility modifications, and fire safety installations. *Please note that mobile homes are only eligible for fire safety installations.

Large-scale repair service - RTDC's large-scale repair service includes most critical repairs necessary to maintain a safe and healthy living environment, including, but not limited to:

- major accessibility modifications (ramps, stair lifts, bathroom, kitchen, hallway, etc.)
- plumbing, heating, cooling, and electrical system repairs
- stair, roof, porch and other critical structural repairs

*Please note that mobile homes are only eligible for accessibility ramps.

ELIGIBILITY:

All applicants for Rebuilding Together Dutchess County Repair Programs must own and occupy a home located in Dutchess County, NY. Total gross income for the applicant household must not exceed:

<i>Household Size</i>	1	2	3	4	5	6	7	8
<i>Total Gross Income</i>	\$52,850	\$60,400	\$67,950	\$75,500	\$81,550	\$87,600	\$93,650	\$99,700

Large-scale repair service ONLY: To qualify for large-scale repair services with Rebuilding Together Dutchess county, all of the following additional criteria must be met:

- Home value must not exceed \$275,000 (if you are unsure, RTDC can help verify this value)
- Mortgage and property/school taxes up to date
- Homeowner's insurance is up to date

REQUIRED APPLICATION MATERIALS:

Small repair services: Please submit application Form A and Applicant Agreement.

Large-scale repair services: Please submit all application pages (Form A, Form B, and Applicant Agreement) alongside proof of total gross household income.

Please return application via one of the following methods:

- | | | |
|---|--|-----------------------------------|
| <p>1. Mail:
Rebuilding Together Dutchess County
P.O. Box 3695,
Poughkeepsie, NY 12603</p> | <p>2. Email:
info@rtdutchess.org</p> | <p>3. Fax:
(845)-454-7378</p> |
|---|--|-----------------------------------|

SECTION 1 - HOMEOWNER INFORMATION

Please identify the homeowner(s) completing this application:

<input type="text"/>	<input type="text"/>	<input type="text"/>
(Homeowner Name)	(Date of Birth)	(Gender)
<input type="text"/>	<input type="text"/>	<input type="text"/>
(Homeowner Name)	(Date of Birth)	(Gender)

Street Address:

City/State/Zip:

Municipality (to which you pay property taxes):

Phone number: Email Address:

SECTION 2 - HOUSEHOLD INFORMATION

Alternate or Caretaker Contact Name: Relationship:

Phone number: Email Address:

I or a member of this household is a U.S. Veteran (include deceased spouse if any): Yes No

I or a member of this household has a disability: Yes No If yes, please describe:

Annual Household Income (Gross): \$ Total Number of residents in household:

Total number of adults aged 65 or older: Total number of children aged 16 or younger:

Is your homeowner's insurance payment current? Yes No

Are your property tax payments current? Yes No I receive property tax waiver

Is your mortgage payment current? Yes No The mortgage is paid off

SECTION 3 - REPAIRS NEEDED (Small)

Smoke/CO Alarms Fire extinguisher LED light bulbs Outdoor safety light Grab bars Hand rails

Other minor accessibility modifications:

STOP: If you are only applying for small repairs, please SKIP page 4 (form B) and complete applicant agreement on page 5.

SECTION 4 – REPAIRS NEEDED (Large-Scale)

Below I have identified and described the repairs I need to make my home accessible, livable and safe. I understand that Rebuilding Together will consider most types of repairs, but that a final decision is at their discretion, depending on time, financial resources, and the availability of volunteers with the required skills.

- | | |
|---|--|
| <input type="checkbox"/> Gutter/downspout/fascia/soffit repairs
<input type="checkbox"/> Carpentry (interior, exterior)
<input type="checkbox"/> Floor/Door/Windows (interior, exterior)
<input type="checkbox"/> Wall/ceiling repairs
<input type="checkbox"/> Accessibility modifications (ramps, bathroom, etc.) | <input type="checkbox"/> Painting (interior, exterior)
<input type="checkbox"/> Plumbing
<input type="checkbox"/> Heating/cooling/electrical systems
<input type="checkbox"/> Roof/outer shell/structural |
|---|--|

If Applicable, please describe other repairs needed (please attach an additional sheet if necessary):

SECTION 5 – FINANCIAL INFORMATION

Information about all household residents:

Name	Date of Birth	Gender	Relationship	Disability (Y/N)	Monthly Gross Income
<i>ex. First Name, Last Name</i>	<i>01/01/1980</i>	<i>Female</i>	<i>Deed Holder</i>	<i>N</i>	<i>\$ 2,000.00</i>
					\$
					\$
					\$
					\$
					\$
					\$
					\$

Proof of Income: Please provide copies of the following supporting documents for each person living at this address as applicable: full copies of tax returns, 2 months of most recent pay stubs, social security/disability benefit statement, rent receipts or any/all other applicable sources of income to support this application.

Monthly Household Expenses

Mortgage payments	\$	Utilities (gas/electric/oil/water)	\$	Medical	\$
Property and school taxes	\$	Car payments	\$	Other	\$
Homeowner's insurance	\$	Telephone/Cable/TV	\$		

Total Monthly Expenses \$

WARNING!! It is a Federal crime punishable by fine and/or imprisonment to knowingly make false statements concerning any of the above facts as applicable under the provisions of Title 18, US Code, Section 1014.

IMPORTANT – READ CAREFULLY AND INITIAL ALL FIELDS:

All individuals listed on the deed of this property, whether living in the home or not, must agree to the terms and sign below:

Applicants certify agreement to statements below (check each box):

- I certify that I do not have the financial means (savings, investments, etc.) to perform the repairs for which I am applying.
- I certify that the above statements are true, accurate, and complete to the best of my knowledge and belief.
- This application and all supporting documentation submitted shall remain the property of Rebuilding Together Dutchess County (herein referred to as RTDC), to which it is submitted for the purpose of obtaining assistance.
- I hereby consent to and authorize RTDC, after providing me reasonable notice, to enter the property for the purpose of determining the need and scope of the repairs specified above.
- That there will be no charge to me for the work performed and that RTDC makes no warranty on the work completed by its volunteers.
- That if I, the deed holder(s), sell my home within two years after the last date of work at my home by RTDC, I will pay RTDC the value of materials and supplies expended by RTDC in its work on my property and will also pay RTDC for the value of the labor of its volunteers based upon the Points of Light Foundation formula for estimating the value of volunteer labor. *(large-scale repair service only, not applicable to small repair service applicants)*
- I agree to allow press coverage and photography of RTDC’s work on my home and to the use of images of myself and my home in appropriate publications and media outlets. (Address and telephone numbers will not be released).
- I certify that all individuals living in this home are legal US residents.

Applicants Signature (required)	Print Name	Date
Additional Deed Holders Signature (required)	Print Name	Date
Additional Deed Holders Signature (required)	Print Name	Date

Application Checklist – STOP: Have you included:

- Completed application & applicant agreement** (Form A only - Small Repairs, or Form A & B - Large Repairs)
- Large-scale repair service only: Proof of income (gross) documents for each household member*** (include copies, these will not be returned)

*Note that in many cases, all of your income can be shown in a single document or two. Examples of income verification documents are: award letter from Social Security, recent pay stub (2 months), income tax return, etc.

Please black out social security numbers and account numbers.

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Incomplete Applications Cannot be Considered