



DISASTER RESPONSE

HOME REPAIR PROGRAM APPLICATION

The Habitat for Humanity of Greater Los Angeles (Habitat LA) Disaster Response (DR)-Home Repair Program helps those who have been affected by federal, state or local emergency declarations. Habitat LA receives special funding for this work which is limited and focused on recovery efforts in most of LA County but does not include the San Gabriel Valley. Habitat LA uses DR funding to fill gaps and address unmet needs coordinating with other agencies.

ELIGIBILITY CRITERIA

- Applicant(s) must own a property within the Habitat LA service area.
- The property must be owner-occupied and the owner's primary residence.
- Limited assistance may be provided to tenants of properties to replace personal items.
- Eligible properties are owner-occupied Single-Family Residences (SFR), manufactured homes, condominiums, townhomes and duplexes.
 - Multi-family dwellings larger than four units (apartment buildings,), homes used as rental units, boats and recreational vehicles (RV's) are not eligible.
- Insurance settlements, FEMA and SBA assistance and help from agencies like the Red Cross and Salvation Army are required to be used as primary available sources of financing for rebuilding and repair of eligible properties. Habitat LA's funding will be used as secondary assistance which will pay for materials and service costs only. No grants will be available.
- Homeowner(s) must have been current with the following prior to the disaster:
 - Mortgage loan payment (if homeowner is still making payments)
 - Homeowner's insurance policy
 - Property taxes
- Applicants who own multiple real estate properties are eligible for assistance only on a primary residence.
- Applicants will be approved on a first-come, first-served basis.
- In addition to aiding with materials, service costs and personal items, Habitat LA may hold volunteer events or utilize volunteers to assist with cleanup or other tasks that require no specialized skills. Media companies or outside contractors interested in the work might also be present.

FOR QUESTIONS OR ADDITIONAL INFORMATION, PLEASE CONTACT US AT:

8739 ARTESIA BOULEVARD • BELLFLOWER, CA 90706 • (310) 818-5235 • www.habitatla.org

EMAIL: disasterresponse@habitatla.org



Habitat for Humanity of Greater Los Angeles provides equal housing opportunities for all, and ensures fair and equal access to its programs and services regardless of race, color, religion, gender, national origin, familial status, disability, marital status, age, ancestry, sexual orientation, source of income, or other characteristics protected by law.

APPLICATION CHECKLIST

Please complete all sections of this application. Upon review and confirmation of the information provided, you will receive notification regarding the status of your application. Please understand that our disaster response program is dependent on the availability of funding. Therefore, not all eligible applicants will be approved. If you have any questions, please feel free to call the Disaster Response Department at **310-818-5235**.

- Did you complete all applicable sections?
- Did all applicant(s) sign the Home Repair Program application? Refer to Section 10.

To complete this application, please include copies of all required documents listed below.

All documents submitted must show the name and address of the homeowner(s):

- If you are still making mortgage loan payments, a copy of your most recent mortgage statement
- Proof of current homeowner's insurance (Including flood/hazard insurance when applicable)
- A copy of one recent utility bill if available (gas, power, water, phone, etc.)
- A copy of a valid photo I.D. for all property owners on title
- Documentation to verify household income listed below which may include one or more of the following:
 - Federal Income tax returns and W-2 and/or 1099 Forms for the most recent filing for all employed household members
 - Form 1040 with schedule C, E or F and a year-to-date profit and loss statement for self-employed individuals or business owners
 - Pay stubs for the most recent month for each employed household member
 - Child support, alimony, and monthly benefit statements for all household members receiving any form of benefit (e.g. Retirement/Pension, Unemployment, SSI, TANF, SSDI, etc.)
- Current checking and/or savings account statements
- For veterans, please provide a copy of your DD-214 discharge form
- If you are a widow/widower of a veteran, please provide a copy of the deceased member's DD-214 discharge form and death certificate
- Copies of estimates received from other companies for repairs and rebuilding

APPLICATION PROCESS

- Homeowner applies and copies of all supporting documents.
- Habitat LA reviews applications for completeness and eligibility and provides a status update within 3 days.
- A property assessment will be performed which allows Habitat LA to determine if it can or cannot perform repairs. A property assessment does not guarantee approval.
- Based on program funding and property assessment results, applications are reviewed for program approval.
- Approved homeowners review scope of work and sign program agreements with Habitat LA staff.
- Home repair projects are scheduled based on funding and program calendar availability.
- We understand that applicants are living in unhealthy and difficult situations and will work as fast as we can to get through the application process and start approved repairs as soon as we are able.



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A Habitat for Humanity
Affiliate of Distinction
2015-2017

DR HOME REPAIR PROGRAM APPLICATION

SUBMIT COMPLETE APPLICATIONS TO:

HABITAT LA HOME REPAIR PROGRAM 8739 ARTESIA BOULEVARD, BELLFLOWER, CA 90706

SECTION 1 – HOUSEHOLD INFORMATION

Full Name of Homeowner:		Full Name of Co-Homeowner:	
Property Address:		City:	Zip Code:
Home Phone #:	Cell Phone #:	Email Address:	

List the names, ages and relationships of all people living in the home. Please attach a separate page if more space is needed. Please indicate Military Status (Active/Veteran) and Date of Discharge (if applicable).

Full Name	Relationship	Age	Military Status and Date of Discharge
			<input type="checkbox"/> Veteran – Date of Discharge: <input type="checkbox"/> Active Military
			<input type="checkbox"/> Veteran – Date of Discharge: <input type="checkbox"/> Active Military
			<input type="checkbox"/> Veteran – Date of Discharge: <input type="checkbox"/> Active Military
			<input type="checkbox"/> Veteran – Date of Discharge: <input type="checkbox"/> Active Military

SECTION 2 – SPECIAL NEEDS

Is anyone in the home disabled? Yes No If **YES**, please describe below:

Do you or any of the applicants require translation? Yes No If **YES**, in what language:

SECTION 3 – HOUSEHOLD INCOME

Please indicate the gross monthly income figure	Homeowners	Others in your home	Others in your home	Others in your home	
What was your total income on your most recent tax return (Line 22)?					
Have you received a federal or State Disaster award or payment? How much?					
Did you receive or do you anticipate an insurance settlement? How much?					
Have you been approved for an SBA loan or other loan related to the disaster? How much?					
Savings or other assets?					



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SECTION 4 – MORTGAGE AND PROPERTY INFORMATION

Are you making mortgage loan payments on your home? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES , How much is your payment:	Do you own any other real estate? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES , please list here:
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Are you current on your mortgage? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO , please explain:	Do/did you have Homeowner’s insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO , please explain:
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Do you have any illegal and/or unpermitted additions / building activity on your home? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure If YES OR NOT SURE , please explain:	Have you received Habitat LA assistance in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES , please indicate what:
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Has Habitat LA performed repairs on your home through the Home Repair Program in the past? Yes No
If **YES**, please indicate the year you received repairs:

Please indicate your utility service providers for each of the following services (e.g. LA DWP, SoCal Gas, SCE, etc.):

Electricity:	Water:	Gas:
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Please indicate your average monthly expense for each of the following utility services before the disaster:

Electricity: \$	Water: \$	Gas: \$
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SECTION 5 – REQUESTED REPAIRS

BRIEFLY DESCRIBE THE TYPE OF REPAIRS NEEDED ON YOUR HOME. ATTACH A SEPARATE SHEET OF PAPER IF YOU NEED ADDITIONAL SPACE. PLEASE UNDERSTAND THAT ITEMS LISTED BELOW WILL BE CONSIDERED BUT THE FINAL DECISION REGARDING REPAIRS PROVIDED IS AT THE SOLE DISCRETION OF HABITAT FOR HUMANITY OF GREATER LOS ANGELES.

AREA OF NEED	DESCRIPTION OF REPAIR NEED AND GAP
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Fire damage: I received damage from fire: My house was destroyed by fire:	
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Smoke damage: Describe what retains the smell of smoke and estimates you have received for cleaning:	
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Soot damage: Describe what systems, fixtures or appliances are not functioning because of soot and ash:	
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Exterior: Do you need paint, landscaping, debris removal, fencing, retention work, windows, etc.	
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Roofing Repairs: If your roof was damaged, describe it here and provide estimates your received:	
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Interior: Any damage not already described including small appliances and everyday items:	
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Water: Has flooding affected your property or was it damaged by water from fire equipment:	
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Other:	
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Other: Please attach any written estimates you have received to address any of the issues named.	
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SECTION 6 – HABITAT LA COMMUNITY PARTNERSHIP CONSENT

If Habitat LA has partnerships with other non-profit, civic and utility organizations that can provide free or low-cost services to affected households. May we share your contact information and/or any application details with them? *If you do not give us permission to share your information with other organizations, your application will remain confidential and for sole use by Habitat LA.* **Yes, I consent** (complete attached form) **No, I do not consent**

SECTION 7 – STATEMENT OF NEED

WHAT FACTORS ARE LIMITING YOUR HOUSEHOLD’S ABILITY TO ADDRESS THE ISSUES YOU DESCRIBED (CHECK ALL THAT APPLY):

<input type="checkbox"/> Income (low, limited or no income in home)	<input type="checkbox"/> Lack of savings/assets to finance home repairs
<input type="checkbox"/> Ineligible for a loan or FEMA grant	<input type="checkbox"/> Inadequate insurance settlement
<input type="checkbox"/> No insurance	<input type="checkbox"/> Lack of building/repair/home maintenance knowledge
<input type="checkbox"/> Unfamiliar with contractors and repair process	<input type="checkbox"/> Other (please explain):

PLEASE TELL US WHY YOU THINK YOU SHOULD BE SELECTED FOR THE DISASTER RESPONSE HOME REPAIR PROGRAM AND HOW IT WILL HELP YOUR HOUSEHOLD. PLEASE FEEL FREE TO ATTACH AN ADDITIONAL SHEET IF NECESSARY.

SECTION 8 – PROGRAM REFERRAL

WHERE DID YOU HEAR ABOUT HABITAT LA’S HOME REPAIR PROGRAM (CHECK ALL THAT APPLY)?

<input type="checkbox"/> Television	<input type="checkbox"/> Habitat Homeowner	<input type="checkbox"/> Community/Civic Group:	<input type="checkbox"/> Neighbor
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Habitat ReStore	<input type="checkbox"/> Church	<input type="checkbox"/> Other Non-Profit
<input type="checkbox"/> Radio	<input type="checkbox"/> Internet Search	<input type="checkbox"/> Work/Job Fair	<input type="checkbox"/> Friend/Family Member
<input type="checkbox"/> Habitat Website	<input type="checkbox"/> Habitat Staff Member	<input type="checkbox"/> School	<input type="checkbox"/> Other

DO YOU KNOW OTHER HOMEOWNERS IN NEED OF HOME REPAIR ASSISTANCE DUE TO A DISASTER?

Yes No Not Sure

MAY WE SEND THEM HABITAT LA DR HOME REPAIR PROGRAM INFORMATION ON YOUR BEHALF?

Yes No

If Yes, please indicate their name and contact information below:



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SECTION 9 – DEMOGRAPHIC INFORMATION (OPTIONAL) This data will be used for statistical reporting only and will be kept strictly confidential.

Ethnicity	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Non-Hispanic
Racial Background	<input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Asian & White <input type="checkbox"/> American Indian/Alaskan Native & White <input type="checkbox"/> American Indian/Alaskan native & African American	<input type="checkbox"/> Black/African American <input type="checkbox"/> American Indian/Alaskan native <input type="checkbox"/> Black/African American & White

SECTION 10 – APPLICANT AGREEMENT

- I/We certify that the information provided on this application is true and accurate and that I /we own the property at the address given or are a tenant that has lost personal property like furniture, clothes and household goods.
- I/We grant permission to Habitat LA to check any and all references and to take any and all actions reasonably necessary to substantiate the information contained in this application or otherwise establish my/our suitability as an applicant(s) for the Habitat LA’s DR Home Repair Program, including without limitation, contacting or otherwise attempting to confirm my/our (1) employment status and credit history (2) personal references, including all parties listed in this application and/or any other parties which Habitat LA desires to contact, (3) family composition and marital status and related issues, (4) police records and other information relative to criminal charges and/or convictions, (5) any additional information that Habitat LA deems necessary to evaluate this application. I/we understand that Habitat LA may reject this application based upon the results of these inquiries.
- I/We agree that if Habitat LA selects my/our home to be repaired, photos of me/us, my/our household members and my/our home may be taken and a biographical summary about me/us and my/our project may be written and shared with the public or utilized for public relations, promotional or program development purposes.
- I/We understand and agree that if Habitat LA selects my/our home to be repaired, I/we will participate as partners with Habitat LA in the ways in which I/we are able.
- I/we understand that Habitat LA makes no guarantees as to the start or completion dates or length of repairs.
- I/We understand that Habitat LA is a nonprofit corporation with limited resources and cannot afford to provide or guarantee assistance for each applicant. Consequently, I/we agree that Habitat LA, its staff, whether voluntary or compensated, and its board of directors will not be liable in any way or otherwise be held responsible by me/us or anyone acting on my/our behalf regarding my/our application for Habitat LA or any claims of any nature associated herewith.
- I/We understand that copies of any and all documentation provided to determine my/our program eligibility will not be distributed to a third-party without my/our authorization and may only be returned upon request.
- I/We understand that if I/we receive assistance from Habitat LA’s Home Repair Program, I/we **may** not be eligible to receive additional assistance from Habitat LA for **5 years** after the completion of my/our repairs.
- I/We understand that submission of this DR Home Repair Program application and any supporting documentation **does not guarantee assistance from Habitat LA’s Home Repair Program**. I/We understand that selection is based on submitting all required documentation, meeting the eligibility criteria and the availability of program funding and not all applicants may be served.
- I/We understand that selection and repairs provided are subject to the availability of funds and that program policies are subject to change at any time without prior notice.

Signature of Homeowner

Date

Signature of Co-Homeowner

Date



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