

# HOMEOWNER APPLICATION

Habitat for Humanity of Dutchess County

## HOME PRESERVATION PROGRAM

### INSTRUCTIONS

Please adhere to these instructions in completing and submitting this application. **Failure to do so could result in denial of services.**

#### 1. Confirm that you are eligible for the Home Preservation Program of Habitat Dutchess:

- you have COMBINED household income (adding the wages of ALL adult residents living at this property) 60% or less of the median income for Dutchess County or less:

Family Size ->	1	2	3	4	4+
Maximum Income	\$37,560	\$42,960	\$48,300	\$53,640	\$57,960

*HfHDC has the right to request documentation to validate income.*

- you are the owner of the home needing work;
- you reside at the Dutchess County home needing work;
- you must not be in immediate risk of losing your home to foreclosure and must make enough income to cover critical household expenses;
- you, &/or members of your family, must be willing to contribute sweat equity to the mission of Habitat for Humanity of Dutchess County. For example, you &/or family members agree to **volunteer** for Habitat either:
  - on this project, either construction of volunteer support
  - on another Habitat project
  - at ReStore
  - at the Habitat office
- you will be asked to pay a "Partnership Fee" which is to help cover the cost of materials & supplies for the project, any cost for permits, and professional fees (as determined by HfHDC staff). "Partnership Fee" will be determined by HfHDC based on your current income and ability to pay.

#### 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 Homeowner's Insurance Policy
- 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 following to Habitat for Humanity of Dutchess County:

- Completed application with signature of homeowner(s) and witness
- **Check or money order in the amount of \$25 for Application Fee\***  
\*Application Fee is refundable if project application is withdrawn, or if Habitat Dutchess is not able to work on this project for any reason. If project is accepted, application fee will be used toward cost of material and supplies.

- Mail or hand deliver all parts of application to:

Habitat for Humanity of Dutchess County  
Home Preservation Program  
45 Catharine Street  
Poughkeepsie, New York 12603

**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)475-9336, ext. 5 or [barb.adams@habitatdutchess.org](mailto:barb.adams@habitatdutchess.org).***



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HOME PRESERVATION PROGRAM**

**OPTIONAL: This information is used for census data only. You are not required to complete.**

Please indicate the gender of the primary homeowner:                     MALE                     FEMALE

Please indicate the marital status of the primary homeowner:  MARRIED                     SINGLE  
 WIDOWED     DIVORCED                     SEPERATED     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**

The undersigned do hereby acknowledge and agree as follows: (Please read and initial each item, then sign at the bottom.)

- \_\_\_\_\_ 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 HfHDC partner agencies.
- \_\_\_\_\_ **Submission of this application does not guarantee participation in the program and receipt of home repair assistance.** Participation and assistance is determined by HfHDC, at their sole discretion, based on program guidelines, eligibility criteria, regulatory requirements, and funding availability.
- \_\_\_\_\_ 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 & improvements to be carried out cannot be finalized until the Applicant’s eligibility for assistance is determined and approved by HfHDC.
- \_\_\_\_\_ HfHDC, 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.
- \_\_\_\_\_ Where ever possible, financial assistance is provided by HfHDC. Financial assistance is granted at the discretion of the HfHDC based on availability of funds and needs of homeowner. However, in the absence of financial assistance, Applicant acknowledges that he/she is responsible for costs of material, supplies, permits and professional fees, as estimated in the workscope. 50% of costs will be paid by Homeowner upon signing of Contract Agreement, and 50% of costs will be paid upon completion of project.
- \_\_\_\_\_ **Applicant will hold harmless Habitat for Humanity of Dutchess County, and any other agency or organization providing home repair 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)
PRINT NAME OF WITNESS	SIGNATURE OF WITNESS
	DATE: _____

**FOR OFFICE USE:**  
 APPLICATION is: \_\_\_\_\_Approved    \_\_\_\_\_Denied    \_\_\_\_\_Initials of HfHDC Staff    \_\_\_\_\_Date  
 Partnership Fee of \$ \_\_\_\_\_ received:    \_\_\_\_\_Check # \_\_\_\_\_    \_\_\_\_\_Cash

# HOMEOWNER APPLICATION for Habitat for Humanity of Dutchess County HOME PRESERVATION PROGRAM

Name of Applicant (Homeowner): \_\_\_\_\_

Address of Property: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

With this application, I, the homeowner and resident of this property, request the following service from the Home Preservation Program of Habitat for Humanity of Dutchess County:

Please describe the repair(s) that are needed:

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

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

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**Please attach photos. Mail or send as email attachment to [barb.adams@habitatdutchess.org](mailto:barb.adams@habitatdutchess.org).  
Use separate pages if more space is needed.  
Please write legibly, or attached typed responses.**