



We build strength, stability, self-reliance *and* shelter.

### **Home Preservation Program Application**

Please complete and return to:  
Monroe County Habitat for Humanity  
354 Memorial Blvd.  
Tobyhanna, PA 18466  
(570) 216-4390

Dear MCHFH Home Preservation Applicant,

Thank you for your interest in Monroe County Habitat for Humanity's **Home Preservation Program**. This program aims to help homeowners affected by low income, age, or disability to have necessary repairs completed on their homes.

Please fill out the application and provide us with all documents required on the attached checklist so that we can process your application as quickly as possible. If you do not include all of these items with your application, we will not be able to move forward with its review. Incomplete applications will be kept on file at the Habitat office for 2 years as required by law.

If you have any questions or need help completing this application, please contact our office.

Thank you for your willingness to partner with Monroe County Habitat for Humanity.

Sincerely,

**Kelly Kemmerer**, *Executive Director*  
Monroe County Habitat for Humanity  
email: [ExecDirector@HabitatMC.org](mailto:ExecDirector@HabitatMC.org)



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**CONFIDENTIAL STATEMENT**

Vision: A Monroe County where everyone has a safe, decent place to live.

Mission: Through God’s love, Monroe County Habitat for Humanity brings people together to build homes, community and hope.

Monroe County Habitat for Humanity’s Home Preservation program allows homeowners who struggle with income, age and disability to make necessary repairs on their homes in order to maintain a safe, decent living space.

**To qualify, applicants must:**

- Live in an owner-occupied home (renters are not eligible).
- Have resided in Monroe County at least 12 months.
- Plan to stay in current residence for at least 5 years.
- Provide proof of homeowner’s insurance.
- Provide proof of current paid-up-to-date mortgage statement.
- Provide proof of current paid-up-to-date property taxes.
- Be willing to partner with Monroe County Habitat for Humanity and contribute sweat equity (volunteer) hours to Habitat and their project (hours will depend on project size).
- Understand that this is not meant to be an emergency project.
- Have the ability to pay for the materials for their repair project. This may be done by obtaining a sponsor or arranging a payment plan with Monroe County Habitat for Humanity.

**Income Requirements**

**Maximum** family incomes to qualify for the program are as follows:

Maximum Income	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
	\$38,550	\$44,100	\$49,600	\$55,100	\$59,500	\$63,900	\$68,300	\$72,750



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**Applications will not be processed without the following for each person in household over age of 18:**

- Check or Money Order with \$35 Application fee made out to Monroe County Habitat for Humanity
- Copies of driver's license or state ID for each adult in house
- DD-214 for any veteran in the household
- Tax returns for the past two years
- Two months of pay stubs
- Two months of direct deposit bank statements
- Award letters for Social Security, SSI, Child Support, Pensions, IRA's, and Unemployment Compensation
- Mortgage statement (most recent) - mortgage must be up to date. Or deed if mortgage is paid off.
- Paid Property tax receipt (most recent)
- Paid School tax receipt (most recent)
- Proof of homeowner's insurance
- Sex offender background check authorization form signed for each adult in household

**\*\* Include all attachments along with completed application**





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## **HOMEOWNER INFORMATION**

Do you own your home? \_\_\_\_\_ Are you planning to sell your home in the future? \_\_\_\_\_

If yes, when? \_\_\_\_\_ How many properties do you own? \_\_\_\_\_

Location of other properties: \_\_\_\_\_

Homeowner's Insurance Provider: \_\_\_\_\_

Homeowner's Insurance Policy: \_\_\_\_\_

### **Home Occupants:**

Please list the following information for everyone currently living in your home.

Name:	Age:	Social Security #	Relationship to homeowner
_____	_____	____-____-____	_____
_____	_____	____-____-____	_____
_____	_____	____-____-____	_____
_____	_____	____-____-____	_____
_____	_____	____-____-____	_____
_____	_____	____-____-____	_____
_____	_____	____-____-____	_____



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**Family Employment & Income (Requires attachments)**

Please list ALL sources of income for your household. This includes salaries, retirement, disability, Social Security, alimony, child support, etc.

Name of Income Source:

Amount Received Monthly:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total household monthly income: \$ \_\_\_\_\_**

**Monthly Expenses:**

Mortgage Payment: \_\_\_\_\_ Alimony/Child Support: \_\_\_\_\_

Property Taxes: \_\_\_\_\_ Student Loans: \_\_\_\_\_

Homeowner's Insurance: \_\_\_\_\_ Credit Card Bills: \_\_\_\_\_

Utilities (Heat, Water, Gas, Electric): \_\_\_\_\_

Car Payments: \_\_\_\_\_ Car Insurance: \_\_\_\_\_

Child Care: \_\_\_\_\_ Health Insurance: \_\_\_\_\_

Recurring Medical Expenses, Prescriptions. Etc.: \_\_\_\_\_

Other Monthly Debt: \_\_\_\_\_

**TOTAL MONTHLY EXPENSES: \_\_\_\_\_**



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**Please answer the following questions:**

**Please circle:**

Are you able to provide some of the labor necessary to complete your repair project? (You, your family, friends, etc.) Yes / No

Are you able to offer other support to Habitat volunteers while they work on your project? (Water, lunch, snacks, restroom, etc.) Yes / No

Are you a veteran? Yes / No

Are you planning on living in your home for at least 5 years? Yes / No

Do you own your home? Yes / No

**Homeowner Agreement:**

\_\_\_\_ I/We certify that the information provided on this application is accurate and true. I/ We agree to offer my/our assistance and support to Monroe County Habitat for Humanity and to the volunteers who complete my/our home repair project to the best of my/our ability. I/We will also agree to be willing to share my/our experience with others in the community.

\_\_\_\_ I/We understand that the home preservation work for this program will be include volunteer labor. Certain projects, such as roofing, will be sub-contracted to roofing specialists, which will be applied at a discounted rate. Monroe County Habitat for Humanity has assured me/us that the repair volunteers will be properly trained and supervised by a member of MCHFH’s construction crew (staff/volunteer).

\_\_\_\_ I/We understand that I/we will be responsible for the repayment of some or all of the materials and/or costs associated with my/our project. I/We can get a sponsor to help pay for my/our project or I/we can arrange a payment plan with Monroe County Habitat for Humanity, dependent on my/our income and debt levels.

\_\_\_\_ I/We also understand that MCHFH screens all potential staff (whether paid or unpaid), board members and applicant families on the sex offender registry, and that by completing this application, I/we am/are submitting myself/ourselves and all of the persons listed on the first page of the application to such an inquiry. I/We further understand that by completing this application, I/we am/are submitting myself/ourselves and all persons listed on the first page of this application to a criminal background check.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Name

\_\_\_\_\_  
Date



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### **Documents Required to Process Your Application\***

- Documentation for all salaries, including paychecks, most current year tax returns for self-employed persons, W2s, award letters or direct deposit statements for Social Security, SSI, pensions, IRAs, Unemployment Compensation, Child Support, etc. and any other income you wish to disclose. These documents must include the name of the income source, name of the recipient, and amount received. Please include additional/supplemental income for all applicants and occupants of the household.
- Most recent mortgage statement showing mortgage payments are current along with any property taxes and homeowner's insurance that are escrowed with the mortgage.
- Copy of paid receipts and/or cancelled check along with the current property tax bill showing name and address of owner.
- Copy of Declaration Page of Homeowner's Insurance showing yearly premium and policy is in effect.
- Documentation of all monthly expenses.
- Photos of the repair work requested and additional pages to describe the repairs.

### **APPLICATION CHECKLIST**

- Complete this application in full
- Attach all required documents
- Send application and attachments to the address listed below
- Completed applications will be reviewed and processeded within 30 business days.

**\*This application will not be reviewed and processed until ALL required documents have been received.**





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### **Sex Offender Registry Check Policy**

As a ministry, Monroe County Habitat for Humanity values the safety of children, our Employees, volunteers and the families we serve. We want to take prudent measures to protect our human and material resources.

Monroe County Habitat for Humanity requires that sex offender registry checks be conducted for all potential partner families, prior to approval. Habitat for Humanity of Monroe County requires board members, employees and key volunteers to have a sex offender registry check.

Any person who does not consent to a sex offender registry check will not be permitted to become a partner family, work and/or volunteer with Habitat for Humanity of Monroe County.

Monroe County reserves the right to recheck sex offender status at any time during the homebuilding process, course of employment and/or service.

I consent to MCHFH checking my name against the national sex offender registry.

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Print Name Clearly

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Signature

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Date of Birth

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Date