



For HFH/7RM use
Job # _____
Assigned to: _____
Date: _____

Dear Weatherizing and Repair Applicant,

Thank you for contacting Habitat for Humanity 7 Rivers Maine (HFH7RM) to request weatherizing/repair. General information about the program, an application, and a Release and Waiver form are included with this letter.

Programming information

- The application must be filled in by the homeowner.
- The homeowner must live in the home. This is not a program for landlords.
- Homeowners must meet the income guidelines (see page 3), for the property's county, established by United States Department of Housing and Urban Development (HUD).
- **Weatherizing/repair projects are completed by volunteers with a budget of up to \$1,500 in materials.**
- HFH7RM does not do any roofing work. HFH7RM does limited work on mobile homes. All roofing work and complicated mobile home projects will be referred to KVCAP and/or Maine State Housing. These organizations offer programs specifically designed to meet the needs of mobile homeowners. Owners of mobile homes are encouraged to contact KVCAP directly at 1-800-542-8227 and Maine State Housing at 1-800-452-4668.

The Application Process

- The homeowner must completely fill out the application forms and return them to:
Habitat for Humanity/7 Rivers Maine, 126 Main Street, Topsham, Maine 04086.
- The completed application will be reviewed by the staff of HFH7RM to determine whether the homeowner and his/her property initially match program guidelines.
- If the homeowner initially matches program guidelines, then an initial on-site visit will be scheduled to assess the work and determine if it is within the scope of our program.
- If the site is within the scope/scale of our program, the repair work will begin ASAP.

We look forward to receiving your completed application, hope that you and your property qualify for our program, and that we will be able to assist you.

Sincerely,

Adam Lacher
Executive Director
Habitat for Humanity/7 Rivers Maine



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Job # _____
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APPLICATION FOR WEATHERIZING & REPAIR

Date: ____ / ____ / ____

Applicant Name: _____

Property Address: _____

Home # _____ Cell # _____ Work # _____

E-mail address: _____

Does the Applicant own the home/property? ___ Yes ___ No*

*If no, then who owns the home/property?

Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone # _____

Relationship to the applicant: _____

_____ How many adults live in the home?

_____ What are the ages of the adults living in the home?

_____ How many children live in the home?

_____ What are the ages of the children living in the home?

_____ In what year was the home built?

Is the Applicant disabled? ___ Yes ___ No

Has HFH7RM worked on this property in the past? ___ Yes ___ No

Please indicate below what you hope HFH7RM will be able to do for the property/home:



FINANCIALS

What was the homeowner's reported income on his/her 2020 Federal Tax Return:

What was the homeowner's total 2020 annual income they did not file a 2020 Federal Tax Return:

If the household income falls below the Area Median Income (AMI) limits on the chart for your county, based on family size, you may qualify for Habitat's help.

HUD User FY 2021 Income Limits Documentation System

https://www.huduser.gov/portal/datasets/il/il2021/select_Geography.odn

Lincoln: (80% AMI) Income Limits (\$) by number of members in the family:

1 : 40,350
2 : 46,100
3 : 51,850
4 : 57,600
5 : 62,250
6 : 66,850
7 : 71,450
8 : 76,050

Sagadahoc: Low (80% AMI) Income Limits (\$) by number of members in the family:

1 : 43,900
2 : 50,150
3 : 56,400
4 : 62,65
5 : 67,700
6 : 72,700
7 : 77,700
8 : 82,700

Cumberland: Low (80% AMI) Income Limits (\$) by number of members in the family:

1 : 44,000
2 : 50,250
3 : 56,550
4 : 62,80
5 : 67,850
6 : 72,850
7 : 77,900
8 : 82,900



Homeowner/Occupant Consent and Release and Waiver Form

This form is to be signed by the Homeowner and Occupant during the initial site visit, before work begins.

This Release and Waver of Liability (the "Release") is executed this ____ day of _____ (month), 2020, by _____ (the "Homeowner"), and _____ (the "Occupant" if not the homeowner), in favor of Habitat For Humanity/7 Rivers Maine, Inc. (HFH/7R), a Maine non-profit organization.

CONSENT:

- I, the Homeowner and Occupant, have asked to have HFH7RM's staff and volunteers to perform work on this home and to engage in the activities related to installing repair materials inside and on the exterior of the home.
- I give permission for HFH7RM's staff and volunteers to enter the home in order to install the repair materials needed to complete the agreed upon project, of which the specifics are listed on the attached *Work Plan*.

ACCEPTANCE, RELEASE AND WAIVER:

- I acknowledge that I will be consulted about the actions the staff and volunteers will take to perform the work I have requested and again when the staff and volunteers arrive to perform the project.
- I understand that HFH7RM, the organizers, the staff, and volunteers performing the work do not guarantee any of the materials installed or the work performed.
- I understand that HFH7RM, the organizers, the staff, and volunteers performing the work assume no liability for the quality of the materials installed, the quality of the work performed, or any accidental damage to my property, and I shall not hold them liable.
- I understand that HFH7RM is committed to completing the work itemized on the attached *Work Plan*. Upon completion of the work, the project will be considered finished.
- I agree to participate in pre and post evaluation questions to help HFH7RM measure the impact of the program.
- I agree to let HFH7RM take before and after photos of my home for internal use, and to promote the program, provided the photos do not identify me and/or the location of my home.
- I agree to let HFH7RM use my image and photos of me and/or my home to promote the program unless this box is checked.

I do hereby release and forever discharge and hold harmless Habitat for Humanity/7 Rivers Maine, its staff and volunteers, and its successors and assigns from any claims, liabilities and demands of any kind or nature, either in law or in equity, that I, the Homeowner/Occupant, may have against Habitat for Humanity/7 Rivers Maine, its staff and volunteers, and its successors and assigns which arise or may hereafter arise from work performed as part of the program.

IN WITNESS WHEREOF, I, the Homeowner, have executed this Release as of the day and year first written above.

Homeowner Signature

Homeowner Printed Name

Occupant Signature (if not homeowner)

Occupant Printed Name (if not homeowner)

Habitat For Humanity/7 Rivers Maine Representative (Witness) Printed Name

**A copy of this signed Waiver is available upon request.*