



For HFH/7RM use

Job # \_\_\_\_\_

Assigned to: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Home Repair Applicant,

Thank you for contacting Habitat for Humanity 7 Rivers Maine (HFH7RM) to request home 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).
- Home repair projects are completed by volunteers, community partners, and/or licensed 3<sup>rd</sup> party tradesmen with a budget of up to \$1,500 in materials.
- HFH7RM typically does not do any roofing work. HFH7RM does limited work on mobile homes. Roofing work and other complicated/dangerous requests will be often referred to KVCAP and/or Maine State Housing. Homeowners with complicated jobs 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 and waiver forms and return them to: ***Habitat for Humanity/7 Rivers Maine, 11 Elsinore Avenue, Bath, Maine 04530.***
- 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.
- Once work is complete HFH7RM will not return for any additional work for at least 12 months.

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



For HFH/7RM use  
**Job #** \_\_\_\_\_  
**Assigned to:**  
\_\_\_\_\_  
**Date:** \_\_\_\_\_

**APPLICATION FOR HOME REPAIR**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

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

Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

E-mail address: \_\_\_\_\_

Does the Applicant own the home/property? \_\_\_ Yes \_\_\_ Jointly\* \_\_\_ No\*

\*If no or jointly, then who else 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?

\_\_\_\_\_ In what year was the home built?

Is the Applicant disabled? \_\_\_ Yes \_\_\_ No

Has HFH/7RM worked on this property in the past? \_\_\_ Yes \_\_\_ No

How did you hear about our program? \_\_\_\_\_

**Please indicate below what you hope HFH/7RM will be able to do for the property/home:**



**FINANCIALS**

What was the total household reported income on his/her/their 2023 Federal Tax Return:

\_\_\_\_\_

What was the total 2023 gross annual household income they did not file a 2023 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 2023 Income Limits Documentation System**

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

- 1 : 52,500
- 2 : 60,000
- 3 : 67,450
- 4 : 74,950
- 5 : 80,950
- 6 : 86,950
- 7 : 92,950

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

- 1 : 54,500
- 2 : 62,300
- 3 : 70,100
- 4 : 77,850
- 5 : 84,100
- 6 : 90,350
- 7 : 96,550

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

- 1 : 57,200
- 2 : 65,350
- 3 : 73,550
- 4 : 81,700
- 5 : 88,250
- 6 : 94,800
- 7 : 101,350

.....  
**>> CERTIFICATION**

.....  
**I hereby certify that, to the best of my knowledge, the provided information is true and accurate.**

\_\_\_\_\_  
**Homeowner Signature(s)**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**DATE**



**Homeowner/Occupant Consent and Release and Waiver Form**  
**This form is to be signed by the Homeowner and Occupant BEFORE work begins.**

This Release and Waver of Liability (the "Release") is executed this \_\_\_\_ day of \_\_\_\_\_ (month), 20\_\_\_\_, 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)

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