

Dear Applicant,

The following application is an information gathering tool for our **Homeowner Occupied Housing Repair and Rehabilitation Program (HRR)**. If your application is approved, then additional program specific forms and releases are necessary.

**NOTE: While photos are requested as part of this application, they are not required.**

Please answer each question as best you can. Please include this checklist and the following items with your application. Qualifying income guidelines are: 1) for a household of 1, your income can be no more than \$1,200 a month; 2) for a household of 2, your income can be no more than \$1,500 a month.

- If employed, then include prior three months consecutive pay stubs
- If receiving Social Security, or Supplemental Security Income, then include current awards letter
- If you have any bank accounts or other assets, then please include prior three months consecutive bank statements for each account
- Please include proof of homeownership and proof that your property taxes are current

Please completely fill out the enclosed application and return with required documentation to:

**Interfaith Housing Services  
PO Box 1987  
Hutchinson, KS 67504-1987**

If you have any questions about our programs or need assistance with this application, then please contact IHS at 662.8370.

IHS looks forward to serving you.

Sincerely,

*Ron Fisher*

Ron Fisher  
Director of Operations

Project #: \_\_\_\_\_

**Interfaith Housing Services, Inc.**  
**Application for Assistance**

***Please answer each question presented below and do not leave any questions blank.***

**CONTACT INFORMATION**

Head of Household Last Name, First Name MI	Home Phone #:	Cell Phone #:	Email Address:	Alt Contact #:
Street Address	City	County	State	Zip
			KS	

**HOUSEHOLD COMPOSITION**

Directions to Applicant: Please complete the table below for each member of your household, whether or not those members are related. Include all members who you anticipate will live with you at least 50% of the time during the next 12 months. Use an extra page if necessary.

Name <u>All</u> People in Household LAST NAME      FIRST      MI	Date of Birth	Age	Sex	Relationship	Social Security #	Disabled "Yes" or "No"
				Head of Household		

**IHS complies with the Fair Housing Act and does not discriminate based upon Race, Color, National Origin, Disability, Familial Status, Religion, or Sex.**

The requested information regarding race, national origin and sex designation solicited on this application is requested in order to ensure compliance with Federal Laws prohibiting discrimination against applicants on the basis of Race, Color, National Origin, Religion, Sex, Familial Status, Age, and Disability. This information is not used in evaluating your application or to discriminate against you in any way. You are not required to furnish this information, but are encouraged to do so; however, if you choose not to furnish it, then our organization is required to note the race, ethnicity, and sex of each individual applicant based on visual observation or surname.

**ETHNICITY: (PLEASE CHECK ONE OF THE FOLLOWING FOR EACH MEMBER OF HOUSEHOLD IN ORDER OF HOUSEHOLD COMPOSITION.)**

- |                           |                          |                          |                          |                          |                          |
|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. HISPANIC OR LATINO     | <input type="checkbox"/> |
| 2. NOT HISPANIC OR LATINO | <input type="checkbox"/> |

**RACE: (PLEASE CHECK ONE OF THE FOLLOWING)**

- |  |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. AMERICAN INDIAN/ALASKA NATIVE             | <input type="checkbox"/> |
| 2. ASIAN                                     | <input type="checkbox"/> |
| 3. BLACK OR AFRICAN AMERICAN                 | <input type="checkbox"/> |
| 4. NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER | <input type="checkbox"/> |
| 5. WHITE                                     | <input type="checkbox"/> |

Current Marital Status: Single ; Married ; Divorced ; Separated ; Widowed .

Do you have a legal right to be in the United States? (Check one that applies)

- Yes, because I am a United States Citizen.  
 Yes, because I have valid documentation from the Bureau of Citizenship and Immigration Services.  
 (Formerly the Immigration and Naturalization Service). If yes, then you must provide said documentation.  
 No

## HOUSEHOLD INCOME

**Directions to Applicant:** Please complete the table below for each member of your household, whether or not those members are related. Please indicate the amount of anticipated income for all household members named in the table on page 1 (for minors, unearned income amounts only) during the previous 12 months. If you are uncertain which types of income must be included or may be excluded, then please ask IHS staff for assistance. Please submit proof of income for each item listed; for employment proof, please include last three consecutive paystubs. CURRENT award letters provide adequate proof of income for Social Security and SSI. Please include all financial aid EXCEPT food stamps.

Member of Household	Source of Income*	Amount (\$)

\*If you have more sources of income, then please include on a separate page.

Total Gross Annual Income: \$

Gross Income from previous year: \$

## ASSETS & INCOME FROM ASSETS

**CURRENT ASSETS** - List all assets currently held by all household members and the cash value of each. The Cash value is the market value of the asset minus reasonable costs there were, or would be, incurred in selling or converting the asset to cash. Please submit the previous three consecutive statements for each account.

YES	NO	ACCOUNT	#CASH VALUE	LOCATION
<b>Do You or Anyone in Your Household Have:</b>				
1. <input type="checkbox"/>	<input type="checkbox"/>	Checking Account?	\$	Bank
2. <input type="checkbox"/>	<input type="checkbox"/>	Savings Account?	\$	Bank
3. <input type="checkbox"/>	<input type="checkbox"/>	Other Asset?	\$	Bank
4. <input type="checkbox"/>	<input type="checkbox"/>	Other Asset?	\$	Bank

## HOME OWNERSHIP INFORMATION

This section is required for understanding your current housing situation. Please submit proof of homeownership (deed) and proof that all property taxes are up to date. This is available from the County Courthouse.

1. Do you: own ; rent ; rent to own ; or have a land contract ?
2. If you own, then how long have you owned your house?
3. What year (approximately) was your house built?
4. If you rent, rent to own, or have a land contract, then list the contact information for the owner of the property on a separate sheet of paper.
5. Type of dwelling--single dwelling home ; mobile home ; apartment complex ?
  - 1 Story House , 2 Story House , or 3 Story House .
  - If you are a Mobile Home Occupant:
    - Then do you Own Land  or Rent Land ?
    - Then is your mobile Home on a Permanent foundation? Yes  No
6. Are you receiving assistance for your housing repairs from other agencies? Yes  No 

If yes, then please list agency information and describe assistance.
7. Is your dwelling scheduled for acquisition/clearance under a government program? Yes  No

**HOUSING REPAIR/WEATHERIZATION NEEDS**

	YES	NO
1. Does the roof in your dwelling leak?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have a working heating system in your dwelling?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have a forced air furnace (blower & ductwork)?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have a wall furnace?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have a room space heater?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have a floor furnace?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have a wood-burning stove?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you have a wood-burning fireplace?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is your dwelling air-conditioned?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you have a window air-conditioner?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you have central air-conditioning (blower & ductwork)?	<input type="checkbox"/>	<input type="checkbox"/>
12. Does your heating/air operate on electricity <input type="checkbox"/> , natural gas <input type="checkbox"/> , or propane <input type="checkbox"/> ?	<input type="checkbox"/>	<input type="checkbox"/>
13. What is your: Monthly housing payment? Monthly utilities (gas/propane/electric)?		
14. Please detail all repairs needed on your home. Use an extra page if necessary and please include photos.		

15. Please detail any disabilities or other information that will assist IHS in processing your application.  
Priority is given to individuals with disabilities (using each program's definition of "disabled") and homes with immediate life/health/safety concerns.

Clients are encouraged to help with the cost of their projects within the limits of their ability.

- How much can you contribute:
  - As a down payment?
  - Per month?
- Are there friends and/or family members available to assist you on this project?
  - If yes, then please include names and phone numbers.
  -
- If you are a member of a church, then please list church name and phone number.
  -

IHS often collaborates with other service agencies in order to complete all requested repairs to your dwelling; do you authorize sharing your information when necessary? Yes  No

**STATEMENTS**

I/We authorize IHS to photograph my/our home, and use the photographs for administrative, marketing, and other purposes. I/We will not claim any compensation for the use of the photographs.

Agree  Disagree

In the form of an attachment to the application, I/we agree that IHS provided a brochure regarding the possibility of qualifying for participation in the Individual Development Account (IDA) Program. Furthermore, IHS provided a list of all HUD approved credit-counseling agencies in the area (page 5).

I/We certify that due to various funding sources, there may be additional program specific applications and forms required.

I/We certify that if selected for assistance, full access and cooperation will be provided to inspectors, contractors and employees for the purpose of obtaining signatures and completing all necessary repairs. Furthermore, specific guidelines dictate certain procedures; if at any time I/we cease cooperation, then any repairs made to my dwelling will be billable to me/us.

I/We understand that if the dwelling is deemed unsafe for inspectors or contractors to perform their duties, (for various reasons including but not limited to mold, insect/rodent infestations, threat of violence, or uncleanliness) then the project is deferred until the situation is corrected.

I/We understand that there are certain scoring criteria for each of the IHS funding sources; therefore, submitting an application is not a guarantee of service. While acceptance to the waiting list qualifies applicant for the program, scoring criteria determines the order of service.

I/We certify that all information provided is true and accurate and that I/we occupy the home needing repairs/rehabilitation. I/We consent to the release of information contained in this application to concerned social service agencies, and authorize businesses, social service agencies and physicians to release all information necessary for verifying this application to Interfaith Housing Services, Inc. I/We understand that deliberate or misleading answers will result in disqualification for assistance from Interfaith Housing Services, and may result in legal action to recover expenses.

**SIGNATURE OF ALL PARTIES TO THIS APPLICATION, 18 YEARS OR OLDER:**

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**MANAGEMENT USE ONLY:**

Date Application Received:

Date Application Reviewed:

Application Reviewed By:

Application Qualifies for the following programs:

KWAP  KAMP  ERP  FHLB  RCDA

If applicant is disqualified/deferred for assistance, then list reasons:

Agency	Contact Info	Address	Services
CONSUMER CREDIT COUNSELING SERVICE, INC.	<b>P:</b> 800-279-2227 <b>T:</b> 800-279-2227 <b>F:</b> 785-827-8280 <b>E:</b> <a href="mailto:cccs@salhelp.org">cccs@salhelp.org</a> <b>W:</b> <a href="http://www.kansascccs.org">www.kansascccs.org</a>	Quest Building, 1 E 9th Suite 201 Hutchinson, Kansas 67501	- Home Equity Conversion Mortgage Counseling - Homebuyer Education Programs - Loss Mitigation - Money Debt Management - Mortgage Delinquency and Default Resolution Counseling - Prepurchase Counseling - Renters Assistance
CONSUMER CREDIT COUNSELING SERVICE, INC.	<b>P: 800-279-2227</b> <b>T: 800-279-2227</b> <b>F: 785-827-8280</b> <b>E: <a href="mailto:jeffw@kscccs.org">jeffw@kscccs.org</a></b> <b>W:</b> <a href="http://www.kansascccs.org">www.kansascccs.org</a>	1521 E. Fulton Terrace Garden City, Kansas 67846	- Home Equity Conversion Mortgage Counseling - Homebuyer Education Programs - Loss Mitigation - Money Debt Management - Mortgage Delinquency and Default Resolution Counseling - Pre-purchase Counseling - Renters Assistance
CONSUMER CREDIT COUNSELING SERVICE, INC.	<b>P: 785-827-6731</b> <b>T: 800-279-2227</b> <b>F: 785-827-8280</b> <b>E: <a href="mailto:cccs@salhelp.org">cccs@salhelp.org</a></b> <b>W:</b> <a href="http://www.kansascccs.org">www.kansascccs.org</a>	1200 N. Main Room 310 B Hays, Kansas 67601	- Home Equity Conversion Mortgage Counseling - Homebuyer Education Programs - Loss Mitigation - Money Debt Management - Mortgage Delinquency and Default Resolution Counseling - Pre-purchase Counseling - Renters Assistance
COMMUNITY HOUSING SERVICES	<b>P: 316-685-2656</b> <b>T:</b> <b>F: 316-685-2811</b> <b>E:</b> <b><a href="mailto:maggie@chswichita.org">maggie@chswichita.org</a></b> <b>W:</b> <a href="http://www.chswichita.org">www.chswichita.org</a>	4620 E.13th Street, Suite B Wichita, Kansas 67208	- Fair Housing Assistance - Home Improvement and Rehabilitation Counseling - Homebuyer Education Programs - Loss Mitigation - Marketing and Outreach Initiatives - Mobility and Relocation Counseling - Money Debt Management - Mortgage Delinquency and Default Resolution Counseling - Post-purchase Counseling - Predatory Lending - Prepurchase Counseling - Renters Assistance - Services for Homeless

**Please utilize this page for further explanation of any questions if necessary.**

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*Interfaith Housing Services, Inc.*  
[www.ihs-housing.org](http://www.ihs-housing.org)