

Questions? Call **(800) 326-8353** and ask for help with the **HOME Application**.

Step

Information about you:

1.

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

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

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Are you the head of household? Yes No

If not, who is? \_\_\_\_\_

**Information about you & your family:**

Please list every member of your household that lives at this address, starting with yourself. You must answer the question for each household member about that person's legal right to reside in the United States.

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

Disabled?

Social Security Number: \_\_\_\_\_

Yes No

Birthdate: \_\_\_\_\_ Race: \_\_\_\_\_

Student?

Gender: \_\_\_\_\_

Yes No

**United States Citizen Yes No**

**If No, has legal right to reside in United States, and proof of legal status will be furnished. Yes No**

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

Disabled?

Social Security Number: \_\_\_\_\_

Yes No

Birthdate: \_\_\_\_\_ Race: \_\_\_\_\_

Student?

Gender: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Yes No

**United States Citizen Yes No**

**If No, has legal right to reside in United States, and proof of legal status will be furnished. Yes No**

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

Disabled?

Social Security Number: \_\_\_\_\_

Yes No

Birthdate: \_\_\_\_\_ Race: \_\_\_\_\_

Student?

Gender: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Yes No

**United States Citizen Yes No**

**If No, has legal right to reside in United States, and proof of legal status will be furnished. Yes No**

Name: \_\_\_\_\_ Disabled? \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Yes No  
Birthdate: \_\_\_\_\_ Race: \_\_\_\_\_ Student? \_\_\_\_\_  
Gender: \_\_\_\_\_ Relationship to you: \_\_\_\_\_ Yes No

**United States Citizen      Yes No**

**If No, has legal right to reside in United States, and proof of legal status will be furnished.      Yes No**

(If you need more space, please use the back of this sheet.)

Step **2. Information about your family's income:**

As best as you can, please tell us which members of your family work, for whom they work, and how much they make:

Name: \_\_\_\_\_  
Monthly Income: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name: \_\_\_\_\_  
Monthly Income: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name: \_\_\_\_\_  
Monthly Income: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name: \_\_\_\_\_  
Monthly Income: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
City: \_\_\_\_\_ ZIP: \_\_\_\_\_

(If you need more space, please use the back of this sheet.)

**Please circle** all of the forms of assistance or income that you or any member of your family living at this address received in the past year:

GA Social Security SSI/SSA TANF Foster Care  
VA Pension Child Support Alimony Unemployment

**Please note that SCKEDD is required to verify all income. Provide your best, good-faith information, and SCKEDD will work with you to secure documentation.**

Step **Information about your family's assets:**

**3.**

Do you have a checking account? \_\_\_\_\_

Bank name: \_\_\_\_\_

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

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Do you have a savings account? \_\_\_\_\_

Bank name: \_\_\_\_\_

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

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

(If you have other accounts, please use the back of this sheet.)

Do you have any marketable securities, bonds, or certificates of deposit? \_\_\_\_\_

Do you own any real estate other than the house in which you live? \_\_\_\_\_

If you have a mortgage on your home, are you current with your payments? YES NO

Step **Information about your house:**

**4.**

When was your house built? \_\_\_\_\_

How many bedrooms does your house have? \_\_\_\_\_

What are the major repairs your house needs? \_\_\_\_\_

\_\_\_\_\_

Step 5. **Sworn statement of truthfulness & releases:**

**PENALTY FOR FALSE OR FRAUDULENT STATEMENT**

*“Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five (5) years, or both”. ~ U.S.C. TITLE 18, SECTION 1001*

**I, THE APPLICANT(S) CERTIFY ALL INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.** I understand the statement above concerning the penalty of making a fraudulent statement. I certify that I am the owner of the property described in this application, and that I occupy the dwelling as my principal residence. If the City of Hutchinson determines the property cannot be cost-effectively rehabilitated to the Kansas HOME standards, I acknowledge that with respect to the grant funds I shall have no further interest, right, or claim. If this application is approved and rehabilitation can be achieved, I hereby authorize the HOME rehabilitation work to be completed on my property. I will grant access to my property and will provide electricity and water to the rehabilitation personnel at no cost. I understand that temporary relocation may be required when lead-based paint hazard reduction activities are performed.

I covenant and agree that I will comply with all requirements outlined in the City of Hutchinson Housing Plan and rules imposed by Housing and Urban Development (HUD). I covenant and agree I will not discriminate upon the basis of race, color, creed, or national origin in the sale, lease, rental, use, or occupancy of the property herein assisted with the HOME grant.

I authorize the City of Hutchinson & SCKEDD to make inquiries as necessary to verify the accuracy of the statements made, including, but not limited to income.

\_\_\_\_\_  
Homeowner signature    Date    \_\_\_\_\_  
Homeowner signature    Date

**Waiver of liability:**

I hereby release the City of Hutchinson and the South Central Kansas Economic Development District (SCKEDD) from any and all claims of liability arising from the City of Hutchinson HOME Housing Rehabilitation Project.

\_\_\_\_\_  
Homeowner signature    Date    \_\_\_\_\_  
Homeowner signature    Date

Step

What to expect

6.

Below is a list of what you should and should not expect during the course of this project. Please initial each item and then sign at the bottom.

\_\_\_\_\_ **Completing this application does not guarantee that I will receive housing repair assistance.**

\_\_\_\_\_ **Even if I am income-eligible, I may still be denied assistance after the housing inspection. I understand that the HOME program is unable to serve some homes needing extensive repairs because of program regulations about cost-effectiveness.**

\_\_\_\_\_ **Any housing repair assistance I receive will be determined by the project inspector. I do not get to decide which items are repaired and/or how they are repaired.**

\_\_\_\_\_ **The work on my home will be bid out to area contractors. I will not get to choose who does the work on my home.**

\_\_\_\_\_ **Rehabilitation work is inconvenient. There will be workers around my house. My life as well as the lives of my family and pets will be disrupted by the construction work.**

\_\_\_\_\_ **I will move my possessions out of the way of the contractor as the contractor may deem necessary.**

\_\_\_\_\_ **This is not a remodeling program. The goal of the program is not to make my house look better, but to make it safer. I will have only a limited selection when it comes to paint color or other choices, if these repairs are even eligible.**

\_\_\_\_\_ **I may have to relocate from the home while work is underway on my home. If relocation is necessary, the HOME program will provide me with lodging of the program's choice.**

\_\_\_\_\_ **I understand a lien will be filed against my home if rehabilitation work is done. I understand that, if I sell or move out of the home within three years of the completion date of the rehabilitation, I will have to repay the cost of rehabilitation.**

\_\_\_\_\_ **I understand that the property taxes and homeowners insurance must be current on my house for me to be eligible for assistance.**

**I agree to all of the above.**

\_\_\_\_\_  
Homeowner signature      Date

\_\_\_\_\_  
Homeowner signature      Date

Step

Include these items with your application:

7.

1. Copies of your federal tax returns for the last two years.
2. The most recent paycheck stubs for every member of the household that works.
3. The most recent Social Security Administration benefits letter and/or monthly pension statements to prove income that doesn't come from employer.
4. Copy of the deed to your house.
5. Copy of the most recent county appraisal showing fair market value.
6. Copy of homeowners insurance.
7. Verification of paid real estate taxes.
8. Signed and notarized homeowner agreement.
9. Signed lead paint notification.

**Please feel free to submit your application even if you are missing one or more of the above. SCKEDD may be able to assist you in getting the required documentation.**

FOR SCKEDD OFFICE USE ONLY

Date received by SCKEDD: \_\_\_\_\_

Date received all supporting documentation: \_\_\_\_\_

APPROVED

DENIED

Reason for denial: \_\_\_\_\_

Rating points: \_\_\_\_\_

KWAP eligible? \_\_\_\_\_

SCKEDD reviewer: \_\_\_\_\_