



**Mail or fax completed form to:**  
 Home Preservation  
 2201 US HWY 8  
 St. Croix Falls, WI 54024  
 Ph. 715-483-2700 Fax 715-483-2750

For Office Use Only

Date Received:
City Citation:
Referred By:
Phone #:
Application #:

Home Preservation is a volunteer based income qualified program of Wild Rivers Habitat for Humanity that paints and repairs homes for under-resourced homeowners who need assistance to do necessary work. Call **715-483-2700** with any questions.

Is this for (please check one)  Home Preservation  Critical Home Repair  Weatherization

**A credit check fee is required to process your application  
 \$30.00 for two applicants, \$19.00 for a single applicant.**

**SECTION 1 - Homeowner Information**

Legal Name of Homeowner:	Date of Birth: SS#
List anyone else on the title of your home:	Date of Birth:

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Name of Neighborhood: \_\_\_\_\_

Home Phone: (    )    -    Email: \_\_\_\_\_  
 Cell Phone: (    )    -    \_\_\_\_\_  
 Work Phone: (    )    -    Year you moved into your home: \_\_\_\_\_

List the name, **birthdate** and **relationship** to homeowner of **all** people in the household (attach a list if more space is needed):

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_

Has anyone in your household ever served in the U.S. Military?  Yes  No

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

Is anyone in your household currently in the military?  Yes  No

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

**SECTION 2 – Special Needs**

Is anyone in the home disabled?  Yes  No *Please list the resident name and type of disability.*

Name: \_\_\_\_\_ Type of Disability: \_\_\_\_\_  
 Name: \_\_\_\_\_ Type of Disability: \_\_\_\_\_  
 Name: \_\_\_\_\_ Type of Disability: \_\_\_\_\_

Is interpretation needed?  Yes  No If yes, what language: \_\_\_\_\_

**SECTION 3 - Household Income and Mortgage Information**

The *total, combined* income *before taxes* for ALL persons in the household is: \$ \_\_\_\_\_ per **year**

**You must attach verification of all HOUSEHOLD income and a copy of the driver's license or state ID card** for each person on the title of the home (even if they do not live there) and adult resident 18 and older, unless a full time student (provide proof of registration) and benefits for children. We accept copies of the most recent income tax return, monthly social security statements, other retirement income statements, three months of employment check stubs and please note on

attached statements if it represents annual, monthly, twice-monthly, bi-weekly or weekly income.

Are you still making loan payments on your home?  Yes  No

If yes, what is your monthly payment? \$ \_\_\_\_\_/month      How much are your property taxes? \$ \_\_\_\_\_

Are you over three months behind on your mortgage payments?  Yes  No

Do you currently have homeowner's insurance?  Yes  No ( Proof will be required)

### SECTION 4 – Application History

Have you applied in the past?  Yes  No    What year(s)? \_\_\_\_\_

### SECTION 5 – Personal Statement

**Please write a *brief* explanation of why you feel you should be selected and how it will help you.**

Do you have a city citation?  Yes  No    When is the due date? \_\_\_\_\_

*Please attach a copy of your citation letter along with your application.*

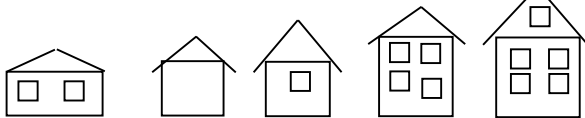
Do you have a homeowner's insurance notification?  Yes  No    When is the due date? \_\_\_\_\_

*Please attach a copy of your notification along with your application.*

### SECTION 6 – House Information / Exterior

#### HOUSE INFORMATION

Place a large "X" over the house (below), which most resembles the size of your house.



Mobile Home    1 Story    1.5 Story    2 Story    2.5 Story

Year Purchased: \_\_\_\_\_ Year Built: \_\_\_\_\_

Last Painted: \_\_\_\_\_ Square Feet: \_\_\_\_\_

#### House Exterior

**Siding**      **Trim**

- wood       wood
- brick       vinyl
- shakes       metal
- stucco
- painted stucco
- asbestos/slate
- aluminum
- vinyl

#### Garage Exterior

**Siding**      **Trim**

- wood       wood
- brick       vinyl
- shakes       metal
- stucco
- painted stucco
- asbestos/slate
- aluminum
- vinyl

<p>Parts of house and garage that need painting:</p> <p><input type="checkbox"/> House siding</p> <p><input type="checkbox"/> House trim (around doors, windows, overhangs, etc.)</p> <p><input type="checkbox"/> Garage siding</p> <p><input type="checkbox"/> Garage trim (around doors, windows, overhangs, etc.)</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Other _____</p>	<p>Repairs needed on exterior: (Must include photos or email photos to office@wildrivershabitat.org)</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
--	--

**SECTION 7 - Requested Repairs**

Briefly describe the type of work you would like done on your home. Attach a separate piece of paper if there is not enough space to list all repairs. Remember that the items listed below will be considered for repair, but the final decision on what work can be done with our time and financial resources will be made at the discretion of Wild Rivers Habitat for Humanity. The work done by Wild Rivers Habitat for Humanity will focus on health, safety and independence. **Our volunteers are not professionals and may not be able to make all repairs. (\*Please remember photos are required)**

*Please print*

Area of Repair	Description
Accessibility Modifications. Examples: wheelchair ramp, bathroom grab bars, handrails, etc.	
Painting. List all exterior painting requirements.	
Carpentry Repairs. Describe problems with doors, porches, steps, etc. Indicate places house that need repair.	
Doors and Windows. Describe repairs required, including locks, glass, frames, weather-stripping, etc.	
General Cleaning. Indicate if there is cleaning and/or trash removal required. Identify if yard work is necessary. (Please note, we DO NOT provide regular lawn care, snow removal or house cleaning)	
Roofing Repairs. Identify where roof leaks. How many years has it been since the roof was replaced? <i>(It is rare that we can find a contractor to donate labor for a roof.)</i>	
Other. Identify other repairs requested but not listed above.	

**SECTION 8 – Sharing Your Personal Information –** Your answers do not affect your acceptance into the program

If your application is a more appropriate fit with other, similar programs may we share it with them?  Yes  No

\_\_\_\_\_  
**SIGNATURE OF HOMEOWNER**

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

*Unless you give us permission to share your information with other organizations, your application will be kept confidential. If you check yes, you give Wild Rivers Habitat for Humanity your consent to share the information you provide on this application with similar organizations if Wild Rivers Habitat for Humanity is not able to assist you. **Please sign above to confirm your decision.***

**SECTION 9 – Media and Publicity –** Your answers do not affect your acceptance into the program

Where did you learn about **Home Preservation**?

TV  Radio  Newspaper  Flyer  Friend/Family  Neighbor  Social Worker  Hospital/Rehab  Website  
 OTHER: \_\_\_\_\_ please describe

If Wild Rivers Habitat for Humanity selects your house to be repaired, pictures of you and your home may be taken. Are you willing to be interviewed by media reporters? May we bring elected officials to your home?

YES Interviews are okay  YES Visits by elected officials are okay  
 NO I do not want interviews  NO I do not want visits by elected officials

**SECTION 10 – Homeowner’s Checklist**

- Did you complete all 11 sections of this application?
- Did you sign the application? (SECTION 8 and SECTION 11)**
- Did you enclose a copy of the deed on your home or other proof of ownership**, such as a property tax receipt? *All documents submitted must show the name and address of the applicant.*
- Did you include a statement verifying income?** This statement can be a copy of one or more of the following: tax return, social security receipts, retirement pay receipts, three months of employment check stubs or other documentation of household income. ***All persons listed on the title of the home (even if they do not live in the home) and all adults, over the age of 18, must submit an income document (or prove current student status) showing name and address.***
- Did you include a copy of the driver’s license or state ID card for each person on the title of the home (even if he or she does not live in the home) and each adult resident 18 or older in the home?**

**SECTION 11 – Homeowner’s Agreement**

I certify that the information on this application is accurate and I own the property at the address given on this application. I/we certify that verification may be obtained from any source named in this application. I/we understand that this application can be rejected at any time if information provided is incorrect or untrue. I/we have no present intention to move or offer my/our home for sale for at least three years. I/we authorize Wild Rivers Habitat for Humanity (WRHFH) to examine my/our income, residency, and any other requirements throughout the application process. I/we confirm that any physically able persons residing in my home or visiting for the project day(s) will work alongside the WRHFH volunteers. I/we confirm that, except for the conditions listed above, my/our home is a safe place for volunteers. Additionally, I/we certify that no members of our household are currently or will be involved in the future in any type of illegal activity and I/we authorize WRHFH to investigate my/our criminal history. As an applicant I/we acknowledge WRHFH has obtained non-public and public information for the application to be processed. I/we understand that WRHFH will keep this information in a secure place and it will not be shared with any unauthorized parties. To the extent permitted by law and without affecting the coverage provided by the required homeowners insurance, I agree to sign the release and waiver of liability.

\_\_\_\_\_  
**SIGNATURE OF HOMEOWNER**

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

Complete the following if you are not the homeowner, but are assisting the homeowner to complete this application.

Your name/title:

Relationship to Homeowner:

Your email:

Your daytime phone number:

Is the homeowner aware of this application?

Yes  No



## Home Preservation Income Documentation Checklist

**You MUST have homeowners insurance to partner with Wild Rivers Habitat for Humanity.**

**\*\*OBTAIN ALL COPIES OF THE INCOME DOCUMENTS THAT ARE DESCRIBED IN THIS CHECKLIST THAT APPLY TO THE CURRENT SITUATION OF EACH ADULT MEMBER OF THE HOUSEHOLD.**

**\*\*PLEASE INCLUDE A CHECK FOR THE CREDIT REPORT FEE. THE APPLICATION CAN NOT BE PROCESSED WITHOUT IT.**

**\*\* You must be willing to partner with Wild Rivers Habitat for Humanity. An approved applicant must complete sweat equity hours (on the family's home and other projects) and these hours must be completed between selection and project completion.**

**\*\*You must include photos or email photos ([office@wildrivershabitat.org](mailto:office@wildrivershabitat.org)) of repairs needed.**

### **Employment Income and Other Income:**

- 2 years most recent tax returns (1<sup>st</sup> 2 pages of form 1040 only)
- *Employment Income*: at least 3 consecutive months of most recent pay stubs or a letter from each employer verifying the following: 1. Date hired, 2. Number of regular hours worked a week, and 3. The wage per hour
- *Other Income*: any other income statements (SSI, SSDI, RSDI, Disability, VA Benefits, unemployment, alimony, child support). To request a proof of income for SSI, SSDI, RSDI please call 1-800-772-1213 or go to [www.SocialSecurity.gov](http://www.SocialSecurity.gov) to obtain documentation. (Medical assistance, food stamps, and child care assistance are not considered for income qualifications and will not be needed to document)
- *Rental Income*: a signed agreement between the landlord and the tenant including rental dates and price

### **Self-Employment Income:**

- 2 years most recent tax returns including all schedules
- Most recent 6 months' worth of income and expenses for your business

### **Unofficial Transcript:**

- If a member of the household is age 18 or older and is enrolled in school full-time while receiving income, provide a copy of an unofficial school transcript.

***Challenges:*** Some houses have issues beyond repair and must be rejected during the application process. The affiliate relies heavily on volunteers to complete projects.

### **The following may make an applicant ineligible for the Home Preservation Program:**

- Overly high debt to income ratio
- Home in need of repairs not covered by Wild Rivers Habitat
- Gross household income too high or too low
- Poor credit history

**Repayment Plan:** Homeowners are charged for the value of materials (both purchased and donated) and sub-contracted work, plus an administrative fee.

*Wild Rivers Habitat for Humanity does not discriminate on the basis of race, sex, color, age, handicap, religion, marital status, sexual orientation or because all or part of the applicant's income is derived from public assistance.*