



Mail or email completed form to:

Home Preservation
1357 N River St
Spooner, WI 54801
Ph. 715-939-1390
office@wildrivershabitat.org

For Office Use Only

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

Mortgage/Rent Emergency Relief Assistance

The Mortgage/Rent Emergency Relief Assistance of Wild Rivers Habitat for Humanity is one time grant assistance for qualified applicants within our service area, that pays up to \$1,000.00 of past due rent/mortgage payments when you have a Covid related decrease or loss of income. It is available to residents in Burnett, Polk, Washburn & Rusk Counties of Wisconsin.

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: () -	

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: _____

SECTION 2 - Household Income and Mortgage/Rent 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.

Have you had a Covid related loss of income or reduction in income? Yes No (Proof will be required)

What is your monthly mortgage/rent payment? \$_____/month

How far behind are you on your mortgage/rent payments?_ _____

What is the total amount you owe?_____

Income Type impacted by COVID-19 _____

Please check why income was impacted by COVID-19:

Business Closed Seasonal Job Hours Cut Furlough Laid Off Schools Closed

Other (Please explain):

Please acknowledge by checking the box, that you have been unable to pay rent/Mortgage and are at risk of loosing your housing or facing eviction due to COVID related events.

Qualifying payments are made to the mortgage company/ landlord directly.

Please call **715-939-1390** with any questions.

SECTION 3 – Personal Statement

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

SECTION 4 – 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 5 – Homeowner’s Checklist

- Did you complete all 6 sections of this application?
- Did you sign the application? (SECTIONS 4 & 6)**
- Did you enclose a copy of the deed on your home or other proof of ownership**, such as a property tax receipt or **your current lease showing residence?** *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 6 – Renter/Homeowner Agreement

I certify that the information on this application is accurate and I own the property or rent 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 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, except for the conditions listed above, my/our home is a safe place for volunteers. Additionally, I/we authorize WRHFH to do a background check and 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, I agree to sign the release and waiver of liability.

SIGNATURE OF APPLICANT

DATE



Mortgage/Rent Emergency Relief Assistance Income Documentation Checklist

- **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.**
- ** YOU MUST PROVIDE PROOF THAT THIS IS A COVID RELATED HARDSHIP DUE TO REDUCTION OR LOSS OF INCOME.**
- **YOU MUST PROVIDE A COPY OF YOUR LEASE OR A COPY OF YOUR MORTGAGE SHOWING RESIDENCE.**
- **YOU MUST PROVIDE A STATEMENT FROM YOUR LANDLORD OR A STATEMENT SHOWING DELIQUENCY.**

Employment Income and Other Income:

- 1 year most recent tax return (1st 2 pages of form 1040 only)
- *Employment Income*: at least 3 consecutive months of most recent pay stubs and 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 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:

- 1 year most recent tax return including all schedules
- Most recent 3 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.

Mail: **WRHFH**
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Email: office@wildrivershabitat.org

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.