

ITEMS TO BRING TO THE INTERVIEW

1. Employment Income. For every member of your family who works, bring the following information:
 - Name, address and telephone number of the employer.
 - Current rate of regular and overtime pay and the number of hours per week normally worked. (Bring three current pay stubs).
 - Information about any changes you expect in your pay or the number of hours to be worked during the next twelve months.
 - Other types of income you expect to receive from employment, such as tips, commissions, profit sharing programs, etc.
 - Most recent tax returns

2. Benefit and Support Income. If any member of your family receives any of the following types of income, bring name, address and telephone number of the source of the income and information about the amount received:
 - Unemployment Compensation
 - Social Security
 - Supplemental Social Security
 - Pension
 - Disability Income
 - Alimony
 - Child Support
 - Welfare or other public assistance
 - Regular support from family members or friends.

3. Real Estate You Own. Bring information about the current value of the property you own. If you own any rental property, bring the address of the property and the information about how much income you receive and what expenses you have for the property. (Bring last year's Schedule E from your income tax forms.)
4. Stocks, Bonds, Trusts, Other Investments. Bring account numbers and statements on value of investments and information about income from investments.
5. Other Income. For any other type of income your family has, bring the name address and telephone number of the source of the income and information about the amount of the income.
6. Gifts. If you have sold or given any assets in the past two years (such as giving a property or any amount of money to another family member), please bring information about those assets.

**HOMEOWNER EXPECTATIONS
WHAT TO EXPECT (AND NOT EXPECT) FROM
THE TRUST FUND HOME ACCESSIBILITY PROGRAM**

THINGS PROPERTY OWNERS DO IN THE PROGRAM

This program will provide you with assistance during the housing rehabilitation process, but as property owner, you are responsible for making choices and for conducting the work listed below:

1. You should help the Program Administrator inspect the house and point out problems.
2. In most cases you, not the Program Administrator, choose which contractors will bid to work on your house.
3. You need to allow access to your property for viewing by the Program Administrator and by contractors for bidding purposes.
4. You must sign the Rehabilitation Contracts with the contractor.
5. You will be responsible for providing access to your property for the contractor to perform the requirements of the Rehabilitation Contract during normal business hours.
6. You will approve payments to the contractor(s).
7. You will inspect and approve the work performed by their contractors.
8. You will work with contractors to settle disagreements during the job.
9. You will contact the contractor to ask them to correct problems covered by the contractor warranty during the warranty period following completion of the work.
10. You will be required to sign legal documents related to the financial assistance you receive.

THINGS PROPERTY OWNERS SHOULD THINK ABOUT BEFORE TAKING ON A REHABILITATION PROJECT

1. Rehabilitation work has its limitations - it is not new construction.
2. Not all work that you may wish to be done can be accomplished by this Program.
3. Repairs will correct most problems, but probably not all of them.

4. Don't expect your property to be completely new when work is done.
5. Don't expect all floors, walls, ceilings, doors, windows, etc., in older houses to be completely smooth, plumb, level and square when work is done.
6. It can be stressful living in a house while a contractor is performing work. Furniture may be rearranged or stacked with a great deal of disorder. It can also be very messy, noisy, and dusty.
7. You are responsible for securing all belongings, for example, pictures on the walls, items in the cabinets, nick-knacks on shelves and clothes in the closets when the area is being affected by the work.
8. Very few times in life is anyone completely satisfied with things they buy or have repaired. Buying a house or having one repaired is no different.
9. Houses always need maintenance. It is a good idea for you to save a little each month for future repairs and maintenance.
10. The Program Administrator is not necessarily a contractor; the contractor does not work for the state, and the Program Administrator does not guarantee that the owner will be satisfied with the work done by their contractor

I have read the above statement and understand the implications of participating in the Trust Fund Home Accessibility program.

Owner

Date

Pre-application Form

_____ Date Received _____ Time Received _____

Name (Head of Household): _____

Street Address: _____

City: _____ County: _____ Zip Code: _____

Phone: (Home) _____ (Work) _____

Annual Household Income _____

Family Size: _____

_____ does not discriminate against any applicant on the basis of race, color, creed, religion, sex, national origin, age, familial status, ancestry, unfavorable military discharge, marital status, receipt of governmental assistance or handicap.

In addition, _____ does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in its federally assisted programs and activities.