



Home Preservation Program

Habitat for Humanity of Greenville County seeks to serve existing homeowners by providing low cost home repairs and maintenance to those that either cannot afford, or are unable to make the necessary repairs. Our desire is to keep residents of Greenville County with low-income in their homes and communities for many years to come.

At this time we are not able to provide repair services to mobile homes.

PROGRAM REQUIREMENTS:

1. You must have owned and occupied for at least two years a home in Greenville County that needs and could benefit from improvements.
2. You must meet the household income guidelines of no more than 80% of the Area Median Income (AMI) for your household size.
3. You must be willing to partner with Habitat for Humanity of Greenville County. This includes completing a minimum of eight Sweat Equity Hours which can be completed through helping on the repair of your home- either through physical work or acting as a site host to volunteers, or attending educational classes, or volunteering in one of our ReStores.
4. You must pay the program fee in full to Habitat for Humanity of Greenville County, in accordance with your approved repairs.

PROGRAM TIERS:

- Tier One: Minor repairs with costs up to \$2,500. The fee for this tier is \$150.
- Tier Two: Significant repairs with costs up to \$5,000. The fee for this tier is \$300.
- Tier Three: Major repairs with costs up to \$8,000. The fee for this tier is \$450.

To qualify for the *Home Preservation Program*, please complete an application and return it with all required documents to:

Habitat for Humanity of Greenville County
Attn: Family Services
PO Box 1206
Greenville, SC 29602

If you have any questions about the program or application please call the Family Services Department at 864-372-3936 or via email at familyservices@habitatgreenville.org



Habitat for Humanity of Greenville County
 Family Services Department
 P.O. Box 1206, Greenville, SC 29602
 Phone: (864) 372-3936 Fax: (864) 312-5004
www.habitatgreenville.org



"We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin. Habitat for Humanity is an Equal Housing Opportunity."

Home Preservation Program Application

Date Received: _____

(Office Use Only)

Instructions:

1. Complete application. If a question does not apply to you, mark N/A. Attach additional sheets as needed.
2. Sign and date the Authorization and Release forms (page 3 & 4 of the application). If there are co-applicants, both must sign.
3. **Enclose copies of most recent (2020) Income Tax Return. If you did not file taxes for 2020, please provide other documentation of income, such as Social Security award letters etc.**

Please allow 2-4 weeks for processing.

HOMEOWNER INFORMATION

How did you learn about the Habitat Greenville Home Preservation program?

Do you own this home? Yes No Do you live in this home? Yes No Is this a mobile home? Yes No
 Did you purchase your home through Habitat for Humanity of Greenville County? Yes No

Homeowner's Name: _____
Last First MI

Homeowner's Name: _____
Last First MI

Home Address: _____
Street Address City () Zip Code County

How long have you owned this home? _____ (Months/Years)

How long have you lived in this home? _____ (Months/Years)

Social Security Number: _____ - _____ - _____ Date of Birth: ____/____/____

Phone: Home/Cell: _____ Work: _____ E-mail : _____

Is anyone in the home disabled: Yes No Is anyone in the home a Veteran: Yes No

Please list all other individuals living in the home (attach extra sheets if necessary):

Name	Gender	Social Security # (if over 18)	Date of Birth	Relationship to Homeowner

ABILITY TO PAY

MONTHLY HOUSEHOLD INCOME					
Gross Monthly Income Source	Candidate	Co-Candidate	Other in home >18	Other in home > 18	Other in home > 18
Salary/Wages	\$	\$	\$	\$	\$
TANF	\$	\$	\$	\$	\$
Alimony	\$	\$	\$	\$	\$
Child Support	\$	\$	\$	\$	\$
Social Security	\$	\$	\$	\$	\$
SSI	\$	\$	\$	\$	\$
Retirement/Pension	\$	\$	\$	\$	\$
Disability	\$	\$	\$	\$	\$
Other _____	\$	\$	\$	\$	\$
Other _____	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$

Are you still making loan payments? Yes No If Yes, what is your monthly mortgage payment? _____

Do you currently have Homeowners Insurance? Yes No Are you current on your property taxes? Yes No

What are your average monthly utility bill payments? _____

NEED FOR REPAIR

SERVICES REQUESTED

Tier One: Minor exterior repairs, painting, calking, minor carpentry repair, deck/ stair/ ramp repairs (exterior only), exterior weatherization, siding repairs, minor roof and fascia repairs, and minor landscape repairs. The fee for this tier is \$150.

Tier Two: Major exterior repairs, major carpentry repairs, deck/ stair/ ramp replacement (exterior only), exterior door replacement, window sash replacement, and major landscaping repairs. The fee for this tier is \$300.

Tier Three: Full roof replacement including removal of existing roof, plywood sheathing, tar paper, shingles, drip edges, and flashing. The fee for this tier is \$450.

Briefly describe the repair work you need done on your home. You may attach a separate piece of paper if necessary.

Please remember that the items you list will be considered for repair, but the final decision on what work can be performed as well as which tier that work falls in will be made by the staff of Habitat for Humanity of Greenville County.

WILLINGNESS TO PARTNER

To be considered for Habitat for Humanity of Greenville County's Home Preservation program, you and your household must be willing to partner with us during your home repair. Willingness to Partner is demonstrated in many ways, including commitments to:

- Provide copies of all required documentation;
- Be honest and cooperative with Habitat staff and volunteers;
- Provide a safe work environment on all work days;
- Be present for the duration of the time work is being completed on your home;
- Assist with the volunteer work on your home to the best of your ability until the work is completed;
- Perform at least eight Sweat Equity hours. This may include working on your home or attending classes at the Habitat office.

I AM WILLING TO PARTNER AND COMPLETE THE REQUIRED SWEAT-EQUITY HOURS:

Homeowner Applicant	Date	Homeowner Co-Applicant	Date
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Please enclose required documents (for applicant and co-applicant):

- If working, copy of 2020 Income Tax Returns and 2 pay stubs
- If not working, copy of Social Security Benefit Letter, Child Support Transcripts, etc.
- DD-214 if Veteran or Military ID Card if Active Duty, Reserves, National Guard, or IRR.

Failure to enclose requested documentation will result in longer processing times.

HOMEOWNER AGREEMENT

I understand that by submitting this application, I am authorizing Habitat for Humanity of Greenville County to evaluate my need for this program, my ability to pay my share of the cost of the repairs, and my willingness to partner with Habitat. I understand that the evaluation will include home visits, background check (including sex offender registry), and verification of the information I have provided. I have answered all the questions on this application truthfully and I understand that if I have not answered the questions truthfully my application may be denied, even if I have already been selected to participate in the program. I understand that the original or a copy of this application will be retained by Habitat for Humanity of Greenville County for 12 months even if I am not approved for the program.

I agree to pay the program tier fee in full to Habitat for Humanity of Greenville County before work is scheduled to be completed on my home.

Signature of Homeowner Applicant

Date

Signature of Homeowner Applicant

Date

Initial Home Preservation Guidelines

Once your application has been reviewed and it is determined that you qualify for Habitat for Humanity of Greenville County's programs, we will set up an initial home visit to begin to create a scope of work. Habitat's Home Preservation program is to address life, health and safety issues in owner-occupied homes. The scope of work therefore, may not address all of the repair work you have requested.

If the safety of our staff and volunteers may be compromised in the home we will not complete the home visit and your application will be removed until remediation of the safety concerns has occurred. Safety concerns include, but are not limited to:

- Any hoarding activities. Hoarding is defined as the acquisition of, and failure to discard or store a large number of possessions or large amounts of newspapers, magazines or other accumulated items present in or around the residence. Accessibility throughout the residence in order to complete the repairs will be necessary.
- The presence or consumption of drugs or alcohol while staff and/ or volunteers are in the home or apparent.
- The presence of guns or other weapons left in the open.
- More than 8 uncaged pets living in the home. Pets being defined as any domesticated animal.
- The presence of mold. If mold is found in a home during a home visit Habitat for Humanity of Greenville County reserves the right to leave the home. Mold can create serious health and air quality issues if not treated.
- Structural damage that threatens the integrity of the home's building infrastructure. These damages can include cracks and breaks in the foundation or compromised floors.
- Severe infestation of any sort including, but not limited to, bed bugs, cockroaches, or rodents.

If any of these or other situations are present at your home and risk the safety of Habitat Greenville staff and volunteers, Habitat reserves the right to refuse or leave a home visit at any time. If any of these conditions exist in your home, Habitat is happy to recommend resources that can help. Once Habitat has received proof that the situation has been rectified you will be able to resubmit your application.

Habitat for Humanity of Greenville County Media and Photographic Release Form

In consideration of Habitat for Humanity of Greenville County's (HFHGC) acceptance of me and my family into HFHGC's program of work as a potential homeowner-in-process, I consent to the use by HFHGC to use my name, personal stories or likeness of me (including photographs, sketches, video, voice recordings and any comments or quotes, whether written, digital or analog form) for advertising purposes or for any commercial purpose. This including transmission via the Internet, television, motion picture or electronic means.

I hereby waive any claim that I or my heirs, successor or assigns might have for compensation for the use of my name or any likeness of me for such purposes. I also consent and agree that any photographs, sketches, video, voice recordings or other images to which this consent applies are the property of HFHGC, and HFHGC will have the right to duplicate, reproduce and make use of such images, free and clear of any claim whatsoever on my part.

Date: _____ Signed: _____
Applicant

Date: _____ Signed: _____
Co-Applicant

Date: _____ Signed: _____
Witness for HFHGC

Please list name and age of minor children for which this consent would be permitted. Any one over the age of 18 must sign their **own** name

Name Age Name Age

Name Age Name Age

Name Age Name Age

I do not wish to sign the media consent form

Date: _____ Signature: _____
Applicant

Date: _____ Signature: _____
Co-Applicant

Date: _____ Signature: _____
Witness for HFHGC

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HOME PRESERVATION APPLICANT VOLUNTARY INFORMATION FORM

HABITAT FOR HUMANITY OF GREENVILLE COUNTY, SOUTH CAROLINA

INFORMATION FOR GOVERNMENT MONITORING PURPOSES

The following information is requested by the federal government for loans related to the purchase of homes, in order to monitor the lender's compliance with the equal credit opportunity and fair housing laws. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may neither discriminate on the basis of this information nor on whether you choose to not furnish it. However, if you choose not to furnish it, under federal regulations this lender is required to note race and sex on the basis of visual observation or surname. If you do not wish to furnish the above information, please check the box below. (Lender must review the above material to assure the disclosures satisfy all requirements to which the lender is subject under applicable state law for the loan applied for.)

APPLICANT

Race/national origin:

- I do not wish to furnish this information.
- American Indian or Alaskan Native
- Asian
- White
- Native Hawaiian/Pacific Islander
- Black or African American
- American Indian or Alaskan Native and White
- Asian and White
- Black or African American and White
- American Indian/Alaskan Native and Black/African American
- Other/Multiracial (specify)_____

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

Sex:

- Female
- Male

TO BE COMPLETED BY THE AFFILIATE:

This application was taken by: <input type="checkbox"/> Face-to-face interview <input type="checkbox"/> Mail <input type="checkbox"/> Telephone	Received by (print or type name) _____
	_____ Signature Date

Note to affiliate: Once the homebuyer applicant submits an application form, an affiliate representative not involved in the homeowner selection must detach this sheet from the application form and keep it in a separate file to which no one involved in the homeowner selection process has access.

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We are pleased to offer you the opportunity to receive information about your account electronically. If you would like to receive correspondence and notices from us electronically, instead of paper copies through the mail, please review this notice and provide your consent.

- 1. Scope of Communications to Be Provided in Electronic Form.** When you use a product or service to which this disclosure applies, you agree that we may provide you with any communications in electronic format, and that we may discontinue sending paper communications to you, unless and until you withdraw your consent as described below. Your consent to receive electronic communications and transactions includes, but is not limited to:
 - All legal and regulatory disclosures and communications associated with the product or service available through Habitat for Humanity of Greenville County.
 - Notices or disclosures about a change in the terms of your account or associated payment feature and responses to claims.
 - Privacy policies and notices.
- 2. Method of Providing Communications to You in Electronic Form.** All communications that we provide to you in electronic form will be provided either (1) via e-mail, (2) by access to a web site that we will designate in an e-mail notice we send to you at the time the information is available, or (3) to the extent permissible by law, by access to a web site that we will generally designate in advance for such purpose.
- 3. How to Withdraw Consent.** You may withdraw your consent to receive communications in electronic form by contacting us at familyservices@habitatgreenville.org or PO Box 1206 Greenville, SC 29602. At our option, we may treat your provision of an invalid email address, or the subsequent malfunction of a previously valid email address, as a withdrawal of your consent to receive electronic communications. We will not impose any fee to process the withdrawal of your consent to receive electronic communications. Any withdrawal of your consent to receive electronic communications will be effective only after we have a reasonable period of time to process your withdrawal.
- 4. How to Update Your Records.** It is your responsibility to provide us with true, accurate and complete e-mail address, contact, and other information related to this E-Sign Act disclosure and your account, and to maintain and update promptly any changes in this information. You can update information (such as your e-mail address) by contacting us at familyservices@habitatgreenville.org or PO Box 1206 Greenville, SC 29602.
- 5. Hardware and Software Requirements.** In order to access, view, and retain electronic communications that we make available to you, you must have:
 - an Internet browser that supports 128 bit encryption;
 - sufficient electronic storage capacity on your computer's hard drive or other data storage unit;
 - an e-mail account with an Internet service provider and e-mail software in order to participate in our electronic communications programs;
 - a personal computer (for PC's: Pentium 120 MHz or higher; for Macintosh, Power Mac 9500, Power PC 604 processor 120-MHz Base or higher), operating system and telecommunications connections to the Internet capable of receiving, accessing, displaying, and either printing or storing communications received from us in electronic form via a plain text-formatted e-mail or by access to our web site using one of the browsers specified above;
 - Adobe Reader version 8.0 or higher.

6. **Requesting Paper Copies.** We will not send you a paper copy of any communication, unless you request it or we otherwise deem it appropriate to do so. You can obtain a paper copy of an electronic communication by printing it yourself or by requesting that we mail you a paper copy, provided that such request is made within a reasonable time after we first provided the electronic communication to you. To request a paper copy, contact us at familyservices@habitatgreenville.org or PO Box 1206 Greenville, SC 29602. We may charge you a reasonable service charge for the delivery of paper copies of any communication provided to you electronically pursuant to this authorization. We reserve the right, but assume no obligation, to provide a paper (instead of electronic) copy of any communication that you have authorized us to provide electronically.
7. **Communications in Writing.** All communications in either electronic or paper format from us to you will be considered "in writing." You should print or download for your records a copy of this disclosure and any other communication that is important to you.
8. **Federal Law.** You acknowledge and agree that your consent to electronic communications is being provided in connection with a transaction affecting interstate commerce that is subject to the federal Electronic Signatures in Global and National Commerce Act, and that you and we both intend that the Act apply to the fullest extent possible to validate our ability to conduct business with you by electronic means.
9. **Termination/Changes.** We reserve the right, in our sole discretion, to discontinue the provision of your electronic communications, or to terminate or change the terms and conditions on which we provide electronic communications. We will provide you with notice of any such termination or change as required by law.
10. **Consent.** By signing below you agree that you have read, understand, and agree to the E-Sign Act. You hereby give your affirmative consent to provide electronic communications to you as described herein. You further agree that your computer satisfies the hardware and software requirements specified above and that you have provided us with a current e-mail address at which we may send electronic communications to you.

Acknowledged and agreed to by:

Applicant Name

Co-Applicant Name

Applicant Signature

Co-Applicant Signature

Date

Date