



# EMERGENCY HOME REPAIR PROGRAM APPLICATION

MEMORIAL CDC ♦ P.O. BOX 887 ♦ EVANSVILLE, IN 47706-0887  
PHONE: (812) 402-5530 ♦ FAX: (812) 402-5535

Provided in part by the City of Evansville’s Department of Metropolitan Development

## PURPOSE

The program provides a one-time emergency repair assistance grant to low-income Evansville homeowners up to a maximum of \$5,000.

## ELIGIBILITY

You may be eligible for a grant through the program if you:

- Have owned and occupied for at least one year and have no intention to market, rent or sell the property.
- Live within the Evansville city limits.
- Provide proof of current homeowners insurance.
- Provide proof that all real estate taxes are up-to-date.
- Provide proof that mortgage payments (if any) are up-to-date.
- Are not in violation of any environmental restrictions and regulations, including floodplain, historical, lead-based paint, etc.
- Meet income eligibility requirements. Documentation must be provided. See chart below:

### 2018 INCOME LIMITS

**Household Size      Maximum Household Income**

<b>1</b>	<b>36,500</b>
<b>2</b>	<b>41,700</b>
<b>3</b>	<b>46,900</b>
<b>4</b>	<b>52,100</b>
<b>5</b>	<b>56,300</b>
<b>6</b>	<b>60,450</b>
<b>7</b>	<b>64,650</b>
<b>8</b>	<b>68,800</b>



The Memorial CDC does not discriminate against any individual or program applicant on the basis of race, religion, color, sex orientation, gender identity, marital status, age, handicap, familial status, or national origin.



## **OWNERSHIP REQUIREMENT**

Only homeowners are eligible for the program. If the home is owned by more than one person but occupied only by the applicant, each owner must be notified of the emergency repair work and authorize the repairs.

## **ELIGIBLE REPAIRS**

The program covers urgently required repairs which, if left unattended, would jeopardize the health and/or safety of the occupants. It does not restore the house to minimum property standards, but will help resolve code violations. The maximum grant for the Emergency Repair Program is \$5,000. Repairs that exceed the maximum grant amount will be denied even though they may be within the scope of services offered.

## **INELIGIBLE REPAIRS**

- Any repairs of a cosmetic nature.
- Any repairs completed before application and approval.
- Unsafe and substandard structures that cannot be made safe for habitation for \$5,000 or less. The owner will receive notification of the hazards and a written explanation why assistance is being denied. Under such circumstances, the Memorial Community Development Corporation will recommend the owner/occupant seek alternate housing as soon as possible.

**TO APPLY:** Pick up applications at:

Any Evansville Vanderburgh Public Library

HOLA 123 Main St. Evansville, IN 47708

C.K. Newsome Community Center 100 E. Walnut St. Evansville, IN 47713

Mail the completed application and all required documents to:

**Memorial Community Development Corporation**

**Emergency Home Repair Program**

**P.O. Box 887**

**Evansville, IN 47706-0887**

**Please note:** Applications are evaluated based on the information provided; therefore missing documentation may cause your application to be rejected. If your project is selected as part of the program you will be notified by mail and an appointment made by the Emergency Repair Manager to meet with you to verify your eligibility, inspect your home to substantiate the emergency repair and obtain your written approval for the project.

**For questions about the Emergency Home Repair Program, call (812) 402-5530**

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Co-Applicant: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

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

How long have you lived there? \_\_\_\_\_

# of bedrooms at this address: \_\_\_\_\_

# of units at this address: \_\_\_\_\_

Do you own and occupy this property? YES NO

Is this a contract sale? YES NO

Who owns property? \_\_\_\_\_

Total number of household members: \_\_\_\_\_

Does any household member have elevated levels of lead in their blood? YES NO

Is any household member under age 7? YES NO

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

How long did you live there? \_\_\_\_\_

Marital Status: \_\_\_\_\_

*(If a legal separation does not exist, then a joint application must be filed).*

**Other Household Members:**

Name	Age	SSN	Name	Age	SSN

**Income** (Documentation must be provided)

Applicant's gross pay (monthly)	
Co-Applicant's gross pay (monthly)	
Child support (monthly)	
Pension (monthly)	
A.F.D.C. (monthly)	
Unemployment (monthly)	
Social Security (monthly)	
Rental income (monthly)	
Interest income (monthly)	
Other income (monthly) (Explain _____)	
<b>TOTAL MONTHLY INCOME</b> (Must include income of all persons in the household)	

**Assets** (Documentation must be provided)

	Cash Value	Annual Income from Assets	Bank Name	Account #
Savings				
Checking				
Savings Bonds				
Stocks				
Life Insurance				

Do you own any other property?      YES                      NO

*If more than one property is owned, please provide a copy of Schedule E of your most recent Federal Income Tax Return.*

Present Employer (Applicant):

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone/Fax \_\_\_\_\_

Occupation \_\_\_\_\_ How Long? \_\_\_\_\_

Previous Employer (Applicant):

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone/Fax \_\_\_\_\_

Occupation \_\_\_\_\_ How Long? \_\_\_\_\_

Present Employer (Co-applicant):

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone/Fax \_\_\_\_\_

Occupation \_\_\_\_\_ How Long? \_\_\_\_\_

Previous Employer (Co-applicant):

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone/Fax \_\_\_\_\_

Occupation \_\_\_\_\_ How Long? \_\_\_\_\_

Present Employer (Other household member 18 or older):

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone/Fax \_\_\_\_\_

Occupation \_\_\_\_\_ How Long? \_\_\_\_\_

**Other Assets (Automobiles)**

<b>Make &amp; Year</b>	<b>Value</b>	<b>Loan Balance</b>
	\$	\$
	\$	\$
Other Motor Vehicles: (Motorcycles, campers, etc.)		

**Fixed Expenses (Monthly amount paid)**

Auto insurance	
Homeowner's insurance	
Life insurance	
Medical insurance	
Property taxes	
Union dues	
Other	
<b>TOTAL</b>	

**Monthly Housing Expense**

1 <sup>st</sup> Mortgage Payment	
2 <sup>nd</sup> Mortgage Payment	
Fuel	
Gas & Electric	
Water & Sewer	
Cable TV	
Telephone	
Cell Phone	
<b>TOTAL</b>	

**Liabilities**

**Mortgage or Contract Sale**

<b>Lender</b>	<b>Address</b>	<b>Account #</b>	<b>Account balance</b>

**Installment Payments**

List any credit accounts. Be sure to include account numbers, balances, and amounts of monthly payments.

Account	Balance	Monthly Payments

**General Information**

1. Are there any outstanding judgments against you? YES      NO
2. Have you ever declared bankruptcy? YES      NO
3. Have you had property foreclosed upon or given title in lieu thereof? YES      NO  
 When \_\_\_\_\_ Where \_\_\_\_\_
4. Are you currently a party to a lawsuit? YES      NO
5. Are you obligated to pay alimony or child support? YES      NO
6. Name, address and agent of homeowner's insurance carrier: \_\_\_\_\_
- 
7. Are your property taxes current? YES      NO

## HOUSING REPAIR SERVICES APPLICATION CERTIFICATION

I (We) certify that the above information and the information contained in any schedules which may be attached hereto are a true, accurate and complete statement of my (our) financial condition as of the date stated herein. I (We) certify that I (we) own the above stated property unless otherwise noted.

The Applicant(s) fully understand(s) and agree(s) that they shall be disqualified from this program and from any program administered by the Memorial Community Development Corporation if any statement in this application is found to be purposely fraudulent.

---

Applicant Signature

---

Date

---

Co-Applicant Signature

---

Date



**GENERAL RELEASE**

I (We) hereby authorize Memorial Community Development Corporation or its designated agents to obtain and receive all records and information pertaining to eligibility for the repair program, including employment, income, (including IRS returns), credit, residency, and banking information from all persons, companies, or firms holding or having access to such information. This authorization or a photo copy of this authorization hereby gives Memorial Community Development Corporation the right to request all necessary information from any persons, company, or firm on any matter referred to above. I (We) agree to have no claim for defamation, violation of privacy, or otherwise against any person or firm or corporation by reason of any statement or information released by them to Memorial Community Development Corporation for purposes of the program. The term of this authorization shall commence on the date of signature and be in force for a period of 2 years.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

**DOCUMENTATION AUTHORIZATION**

I (We) the recipient of Community Development Block Grant funds, hereby give permission to the Memorial Community Development Corporation and/or its designated agent to:

Post a Notice of Repair Work in Progress	YES	NO
Take interior photographs	YES	NO
Take exterior photographs	YES	NO

I (We) understand that the notice and photographs may be used for promotion of the Emergency Repair Program and for documentation purposes during construction.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

## GOVERNMENT MONITORING INFORMATION

The following information is requested by the Federal Government for certain types of grants/loans in order to monitor agencies compliance with 24 CFR Part 107.30 regarding Nondiscrimination and Equal Opportunity in Housing under Executive Order 11063. You are not required to furnish this information, but are encouraged to do so. Memorial Community Development Corporation may neither discriminate on the basis of this information, nor on whether you choose to furnish the information. However, if you choose not to furnish the information, under Federal regulations Memorial Community Development Corporation is required to note race and sex on the basis of visual observation.

### APPLICANT

I do not wish to furnish information on my race or sex.

### RACE/NATIONAL ORIGIN:

White

Black/African American

Asian

American Indian/Alaska Native

Native Hawaiian/Other Pacific Islander

American Indian/Alaska Native & White

Asian & White

Black/African American & White

American Indian/Alaska Native & Black/African American

Other not listed above

Female-headed household

Do you consider yourself to be of Hispanic origin? \_\_\_\_\_

**SEX:**         Female         Male

**CO-APPLICANT**

I do not wish to furnish information on my race or sex.

**RACE/NATIONAL ORIGIN:**

White

Black/African American

Asian

American Indian/Alaska Native

Native Hawaiian/Other Pacific Islander

American Indian/Alaska Native & White

Asian & White

Black/African American & White

American Indian/Alaska Native & Black/African American

Other not listed above

Do you consider yourself to be of Hispanic origin? \_\_\_\_\_

**SEX:**  Female  Male