



A Brush with Kindness

P.O. Box 1067
Bemidji, MN 56619
218-751-4649

habitat@paulbunyan.net
www.habitatbemidji.org

APPLICATION PACKET & GUIDELINES

Northwoods Habitat for Humanity prohibits discrimination in all its programs and activities on the bases of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, interpretation, etc.) should contact us at 218-751-4649 to request accommodation. Northwoods Habitat for Humanity is an equal opportunity provider and employer.



Updated 10/30/2016

Northwoods Habitat for Humanity is excited to promote our *A Brush With Kindness* home repair program. Through this program, local low-income homeowners are able to apply for assistance to make necessary *exterior* home repairs or upgrades.

About A Brush with Kindness

ABWK helps low-income homeowners who struggle to maintain the exterior of their homes, allowing them to reclaim their homes with pride and dignity. Most importantly, ABWK is part of Habitat's broader community development strategy called the Neighborhood Revitalization Initiative. NRI is designed to pursue Habitat for Humanity's strategic imperative of helping to transform and strengthen communities so that those who reside in them will be able to live and grow.

ABWK helps revitalize the appearance of the neighborhood, strengthens connections within the community and helps preserve affordable housing stock.

Qualified applicants must:

1. **Own** and **reside** in a home in need of repairs (no rental properties)
2. Have homeowner's insurance coverage (may be waived in certain circumstances)
3. Reside within the service area of Northwoods Habitat for Humanity (Beltrami and Clearwater Counties)
4. Fall below **60% of the combined median household income** for Beltrami or Clearwater County
5. Be up to date on mortgage and property tax payments
6. **Agree to partner with Habitat in all aspects of the repair project**
 - Agree to a minimum of 8 hours sweat equity on your home or other Habitat homes
 - Agree to make payments **IN FULL** and **ON TIME**
 - Agree to work with Habitat board members, staff, and volunteers
 - Agree to be a good ambassador for Habitat for Humanity by supporting its programs after your project is complete

Project requests may include:

1. Grading/landscaping to improve drainage or accessibility
2. Exterior repairs to roofs, doors, windows, porches etc.
3. Painting and/or siding repair
4. Minor structural repairs
5. Installation of handicap accessible ramps and railings
6. Other necessary home repairs

Project requests may not involve:

1. Elective reconstruction or remodeling projects
2. Redecorating projects or un-necessary aesthetic changes

If you qualify for this program and have a need for home repairs, please complete the attached application. Note that applications must include all required attachments listed on the next page. **Incomplete applications will not be accepted.**

Income Guidelines

Beltrami and Clearwater County

Yearly Income limits (60% of Median income for Beltrami and Clearwater Counties)

Household Size	Max income
Single	\$38,500
Two People	\$44,000
Three People	\$49,500
Four People	\$55,000
Five People	\$59,400
Six People	\$63,800
Each Add'l	+\$4,400

Mail , fax or Email completed form to:
 Northwoods Habitat for Humanity P.O. Box 1067 Bemidji, MN 56619
 Ph. 218-751-4649 Fax 218-444-3105 adminhfh@paulbunyan.net

For Office Use Only

Date Received:
City Citation:
Referred By
Phone No.
Application No.

SECTION 1 - Homeowner Information

Name of Homeowner 1: Date of Birth:	Race:
Name of Homeowner 2: Date of Birth:	Race:
Home Address: City:	Zip:
Email: County:	
Telephone Numbers:	Number of Years at Address:

List the names, ages, **and relationship** to homeowner of **all** people living in the home
 (attach a list if more space is needed):

Name/relationship: _____	Age: _____
Name/relationship _____	Age: _____
Name/relationship _____	Age: _____
Name/relationship _____	Age: _____

Is anyone in your household a veteran? Yes No Name _____

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

SECTION 2 - Special Needs

Is the homeowner or anyone in the home disabled? Yes No

If yes, indicate the type of disability below (check all that apply, please describe if "other"):

Uses a Walker, Cane or Crutches Wheelchair Bound Blind Hearing Impaired

Loss of Limb Mentally Disabled Other: _____

Is translation needed? Yes If yes, what language: _____

SECTION 3 - Household Income and Mortgage Information

The total, combined income before taxes for ALL persons living in the home is: \$ _____ per **year**

You must attach verification of all HOUSEHOLD income for each adult in the house, unless a full time student (provide proof of registration) and/or benefits for children

(For instance, the most recent income tax return, MFIP/DWP/TANF, monthly social security statement, other retirement income statements, employment check stubs (**past 3 months**) 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

If yes, what is your monthly payment? \$ _____ / month

Is your home currently insured? Yes No

What are your monthly utility costs? (gas, electric, phone, etc.) \$ _____ / month

Do you own any other Property Assets? Yes No **If Yes, please list addresses in Section 11-Other.**

SECTION 7 – Applicant History

Have you applied to **ABWK** in the past? Yes No What year(s)? _____

Has **ABWK** done work at your home in the past? Yes No What Year(s)? _____

SECTION 8 – Media and Publicity

Where did you learn about **A Brush with Kindness**?

TV Radio Newspaper Flyer Friend Neighbor Neighborhood Organization

OTHER: _____ *please describe*

If **ABWK** 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 9 – Personal Statement

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

SECTION 10 - Checklist

Application is complete when all of the following are submitted.

- Application – complete all boxes and sign and date (put N/A if not apply)
- Income Verification
 - Last year's tax return.
 - Last three months' pay stubs or statement from employer.
 - SSI verification.
 - MFIP, Food stamps, etc - statement from county.
 - Other income (provide statement from source).
- County Tax Statement.
- Copy of Driver's License for all applicants (owners).
- Photographs** of areas where work is needed. If emailing photos, please send to adminhfh@paulbunyan.net

SECTION 11 - 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 A Brush with Kindness. **We generally do not do any interior work. Please understand that this is a growing program and if you have a large scale project, you may need to apply again in future years. Our volunteers are not professionals and may not be able to make all repairs.**

Please print legibly

Area of Repair

Exterior (Painting, siding replacement, loose steps, railings, etc.)

Landscaping/Generalized Clean-up (Sod, planting, yard cleaning, etc.):.

Safety (Needing railings or ramps; list any hazards on the property):

OTHER (Any information you feel we need to know, and list any other assets here):

Authorization for Release of Information
Northwoods Habitat for Humanity
1357 Industrial Park Drive SE, Bemidji, MN 56601

Consent: I authorize and direct any Federal, State or Local agency, organization, Business, or individual to release to Northwoods Habitat for Humanity information or materials needed to complete and verify my application for participation and/or to maintain my continued assistance with the Northwoods Habitat for Humanity Program.

Information Covered: I understand that, depending on program policies and requirements, previous or current information regarding me or my household may be needed. Verifications and inquiries that may be requested include but are not limited to, identity, marital status, medical or child care allowances, employment, income and assets, credit and criminal activity, residences and rental activity or any material submitted to Northwoods Habitat for Humanity that is on its application.

Conditions: I agree that a photocopy of this authorization may be used for the purposes stated above.

I hereby authorize Northwoods Habitat for Humanity to release and or exchange information with other agencies.

Printed Name

Signature

Date

Printed Name

Signature

Date