



*Bringing volunteers and communities together to improve the homes and lives of homeowners in need.*

Dear Applicant:

Thank you for your interest in Rebuilding Together Philadelphia. We'd like you to know more about us:

### **MISSION**

Rebuilding Together Philadelphia (RTP) is a nonprofit whose mission is to bring volunteers and communities together to improve the homes and lives of homeowners in need.

Specifically we focus on critical warm, safe and dry and healthy home repairs, energy efficiency upgrades and home modifications for older adults or those living with physical disabilities.

### **ELIGIBILITY**

All work will be performed without charge to the homeowner, although homeowners and their family are expected to work side by side with RTP volunteers.

To be eligible for this program, you must (see "Homeowner Eligibility Requirements" on the reverse side for more detail):

1. Live in a home that you own and be able to provide proof of ownership;
2. Meet low-income criteria based on HUD standards (80% or less of 2011 Philadelphia median income) and provide proof of income before work begins;
3. **Complete, sign and return** the enclosed application (**incomplete applications will not be considered**).

While we accept applications from all Philadelphia homeowners, we help only a **limited number of homeowners** outside designated Block Build areas throughout the year. **You can help bring RTP to your neighborhood for a Block Build by encouraging your neighbors to complete applications as well.** Call 215-568-5044 to request additional applications to distribute, or have your neighbors call to request their own application.

We are an all-volunteer organization and are limited in the amount of work that we do using volunteer resources. Every application we receive will be reviewed.

All questions can be referred to the phone or address below. **We will keep your application on file and contact you** if we have the volunteer and financial resources to help homeowners in your area. Please keep this cover letter for future reference.

## Rebuilding Together Philadelphia Homeowner Eligibility Requirements

Rebuilding Together Philadelphia completes free home repairs, energy efficiency upgrades and home modifications for homeowners meeting the following criteria:

- Your home must be owner occupied.
- You must be able to provide the deed, home owner insurance policy, property tax bill, or tax waiver as proof of ownership.
- Your household must be considered Low-income by HUD standards. Total household income must be below 80% of the Area Median Income for Philadelphia Metropolitan Area based on household size:

1 person	2 people	3 people	4 people	5 people	6 people
\$44,950	\$51,400	\$57,800	\$64,200	\$69,350	\$74,500

Before work can begin to your home, proof of full household income must be furnished in the form of the following (*please provide photocopies of all documents and black out all social security numbers*):

- Copy of latest federal tax returns filed for each eligible household member  
or
  - Social Security/SSI benefit statement
  - Pension Benefits for Veterans or Retired
  - Single paystub for employment
  - Child support benefits or AFDC statement
  - Unemployment benefits statement
  - Indication of any rental income
- You must sign a verification form agreement that the home to be repaired through RTP will not be sold, under contract of sale or a rental property for two years after the work has been completed.
  - Household or family members must demonstrate a willingness to work with volunteer groups, an understanding of the program and understand limitations of work to be done by volunteers. Consideration is made for those physically unable to complete repair work with RTP volunteers.
  - Neither the occupants of the house, nor the house, nor the surrounding area should pose a threat to the physical safe being of the volunteers.
- RTP has a special focus on working with specific low-income homeowners and residents. Special consideration may be given if you or your household fit into any of the following categories:
- An older adult (over the age of 60)
  - Disabled
  - Living with children (under the age of 18)
  - Living with multiple extended family members or other permanent residents
  - Veteran

Type of home that will be considered under RTP program:.

- Qualifying homes must need repairs to improve the quality of life safety and security for household members.
- Repairs must fall within the skill level of the volunteer work groups available. The project must be suitable for available volunteers.
- Site Evaluation form will be used to determine priority of home and repairs, as well as consideration for special focus categories. Note: Homeowners will not be evaluated on "how" the homes fell into a state of disrepair.



**Rebuilding Together Philadelphia**  
**2011-2012 Homeowner/House Selection**  
**Application**


**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

Date of Application: \_\_\_\_\_

Name of Homeowner \_\_\_\_\_ Age of Homeowner \_\_\_\_\_

Address of House \_\_\_\_\_ Zip Code \_\_\_\_\_

***While we consider applications from all geographic areas of Philadelphia County and Montgomery County for a limited number of projects throughout the year, the bulk of our work is done in concentrated neighborhoods.***

Home is nearest this major intersection \_\_\_\_\_ and \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

How long have you owned your home? \_\_\_\_\_ Email \_\_\_\_\_

Do you have a deed or proof of ownership (circle)? Yes No

Who lives in your home, full- or part-time (including yourself)? Attach additional page if necessary.

Name	Age	Relationship	List Any Disabilities
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

***Able-bodied homeowners/friends/family are expected to work with volunteers. Think about who can lend a hand.***

What is the total monthly household income before taxes? Include salary, all forms of public assistance, SSI, pensions, child support, unemployment and rental income, for all residents. Complete the attached "Income Worksheet" and include proof of income as indicated on that worksheet.

**Total Monthly Income for household \$** \_\_\_\_\_

**Ethnicity (of primary applicant)**

- \_\_\_ Black (non-Hispanic origin)
- \_\_\_ White (non-Hispanic origin)
- \_\_\_ Hispanic
- \_\_\_ Asian or Pacific Islander
- \_\_\_ American Indian or Alaska Native

Are you or someone living in your home a veteran of the armed services? Y  N

If yes, Name/Branch/Years of Service \_\_\_\_\_

How did you find out about RTP? \_\_\_\_\_



## INCOME WORKSHEET

Rebuilding Together serves homeowners who live on a limited income and own their own home. For this reason, we must ask you to certify the total household income for all the people who live within your home and we will verify property ownership.

### Verification of Income

Please fill in the chart below and provide documentation to verify this information. Information provided below must include annual income of **all household members**. Acceptable documentation:

- Copy of latest federal tax returns filed for each eligible household member or ALL OF THE FOLLOWING THAT APPLY TO YOU:
- Social Security/SSI benefit statements
- Pension Benefits for Veterans or Retired
- Single paystub for employment
- Child support benefits or AFDC statement
- Unemployment benefits statement
- Indication of any rental income

*Please provide photocopies of all documents and black out all social security numbers*

Household Member Name	Wages Salary Amount	Social Security Amount	Disability Amount	AFDC Amount	Other* (Pension, etc.) Amount	Gross Annual Income
<b>Total</b>						

\* Explanation of Other Income: \_\_\_\_\_  
 Are there any special circumstances regarding the amount of expenses within your household that we need to be made aware of such as home health care, hospital costs, medication expenses, etc.?  
 ? \_\_\_\_\_

**Please list the name of any member of your household who is unemployed:** (Do not include individuals in grades K-12, retired individuals, or those receiving Social Security.):  
 \_\_\_\_\_

I have \_\_\_\_\_ number of renters who pay me \$\_\_\_\_\_ on monthly basis.  
 I do not have any renters who reside within my home.