

**HOME ACCESSIBILITY AND REPAIR PROGRAM (HARP)
HARP APPLICATION**

INSTRUCTIONS: Complete and return the completed and signed Application to the CAA below
COMMUNITY ACTION AGENCY (CAA)

| | | | |
|----------------|----------------------------|------------------|--|
| CAA Name: | <u>Penquis CAP Inc</u> | Mailing Address: | <u>262 Harlow St Bangor ME 04401</u> (Street, City, State, Zip) |
| CAA Rep Name: | <u>Lisa Murray</u> | CAA Tech Name: | _____ |
| CAA Rep Phone: | <u>207-973-3665</u> | CAA Tech Phone: | _____ |
| CAA Rep Email: | <u>lmurray@penquis.org</u> | CAA Tech Email: | _____ |

APPLICANT (OWNER)

| | | | |
|-------------------|----------------------------|----------------|-------|
| Name: | _____ | Daytime Phone: | _____ |
| | (First MI Last) | | |
| Mailing Address: | _____ | Evening Phone: | _____ |
| | (Street, City, State, Zip) | | |
| Property Address: | _____ | Email Address: | _____ |
| | (Street, City, State, Zip) | | |

CO-APPLICANT (CO-OWNER)

| | | | |
|-------------------|----------------------------|----------------|-------|
| Name: | _____ | Daytime Phone: | _____ |
| | (First MI Last) | | |
| Mailing Address: | _____ | Evening Phone: | _____ |
| | (Street, City, State, Zip) | | |
| Property Address: | _____ | Email Address: | _____ |
| | (Street, City, State, Zip) | | |

List all people in the household, their age, full-time student status and veteran status

| First Name | Last Name | Age | Full Time Student | | Veteran | |
|------------|-----------|-----|------------------------------|-----------------------------|------------------------------|-----------------------------|
| | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

PROPERTY INFORMATION

Property Address: _____

Is this your primary residence? Yes No

If no, is this a rental property? Yes No

Is this a mobile home? Yes No

If yes, do you own the land? Yes No

If yes, what year is it? _____

When did you purchase the property? _____

What year was this home constructed? _____

How many bedrooms are in this property? _____

Does your property have any tax and/or wastewater liens filed against it? Yes No

Do you have a mortgage? Yes No

If yes, is it up to date? NA Yes No

Have you received any assistance from MaineHousing programs in the past?

(e.g., HEAP, Weatherization, Home Repair, Heat System Repair/Replacement)

Yes No

If yes, please state the program and year:

Do you have barriers that pose safety risks and prevent you from being able to safely navigate in, out of and within your home?

(Examples include grab bars needed to safely bathe, ramp to enter and exit the home)

Yes No

Water Source: Private Public

Do you have an arsenic abatement system?

Yes No

Has your water been tested for arsenic within the past 12 months?

Yes No

Date of Water Test:

Was the arsenic level greater than 10 ug/L?

Unsure Yes No

Does your water source provide adequate and safe water?

Yes No

Is your roof currently leaking?

Yes No

If yes, how long has it been leaking?

On a scale of 1-10, how severe is the roof leak?

Is water leaking into your living space?

Yes No

Has water created other issues in your home?

Yes No

If yes, please explain below:

Is your septic backing up in your home?

Yes No

If yes, where is it backing up and for how long?

Is your septic backing up onto your lawn?

Yes No

If yes, for how long?

Do you have a working heating system?

Yes No

If no, how long has it been inoperable?

If no, please explain the issue with the heat system:

Please use the space below to explain the condition of your home and what repairs and/or modifications are needed. Please be specific.

HOUSEHOLD INCOME

Total household income shall include the combined gross income of all household members, excluding dependents under the age of 18 or dependents attending school on a full-time basis at the time of this Application.

List the gross monthly income under the contributing household member(s).

| Household Members Name | | | | |
|--------------------------------------|---------|---------|---------|---------|
| Wages/Salary | \$ | \$ | \$ | \$ |
| Overtime/Commissions | \$ | \$ | \$ | \$ |
| VA Benefits | \$ | \$ | \$ | \$ |
| Pensions | \$ | \$ | \$ | \$ |
| Annuities | \$ | \$ | \$ | \$ |
| Social Security | \$ | \$ | \$ | \$ |
| Disability Benefits | \$ | \$ | \$ | \$ |
| TANF/General Assistance/Other | \$ | \$ | \$ | \$ |
| Unemployment Benefits | \$ | \$ | \$ | \$ |
| Child Support/Alimony | \$ | \$ | \$ | \$ |
| Other (specify) | \$ | \$ | \$ | \$ |
| Total Monthly Income | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Total Annual Income | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Total Household Annual Income | \$ 0.00 | | | |

ASSET INFORMATION

List cash, checking, savings, CD & money market accounts as of the date of this Application.

| Name and Address of Financial Institution | Type of Account | Account Balance |
|---|-----------------|-----------------|
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

List all stocks, bonds & mutual funds as of the date of this Application.

| Name and Address of Investment Firm or Broker | Type of Investment | Current Value |
|---|--------------------|---------------|
| | | \$ |
| | | \$ |
| | | \$ |

List All Real Estate as of the date of this Application (including property jointly owned).

| Name of Real Estate Owner | Address of Real Estate | Assessed Value | Mortgage Amount |
|---------------------------|------------------------|----------------|-----------------|
| | | \$ | \$ |
| | | \$ | \$ |
| | | \$ | \$ |
| | | \$ | \$ |

Applicant(s) please continue to page 4

| Office Use Only | | | |
|---|----------|-------------------------|----------|
| The Gross Income as calculated pursuant to this Application has been verified by the CAA to be: | | | \$ _____ |
| Maximum Eligible Income for this applicant is: | \$ _____ | Percentage of AMI: | 0% |
| CAA Representative Signature | Date | CAA Representative Name | |

V. ACKNOWLEDGEMENT, CERTIFICATION AND AUTHORIZATION

Acknowledgement: I specifically acknowledge and agree that:

- (1) the property will not be used for any illegal or prohibited purpose or use;
- (2) all statements made in this Application are made for the purpose of obtaining the grant provided by the Program;
- (3) verification or re-verification of any information contained in this Application may be made at any time by the Program from any source named in this Application;
- (4) the original copy of this Application will be retained by the Program;
- (5) the Program will rely on the information contained in this Application;
- (6) I have a continuing obligation to amend and/or supplement the information provided in this Application, if any, of the material facts that I have represented in this Application should change prior to grant closing.
- (7) I acknowledge my understanding that any intentional or negligent misrepresentation of the information contained in this Application may result in civil liability and/or criminal penalties.
- (8) I understand that no proceeds of the Program grant(s) will be used to compensate me, a Co-Applicant/Co-Owner, or any other household member, for labor and/or materials. I understand that no proceeds of the grant will be used to pay for the labor of any member of my family in making the improvements unless that family member owns and operates a construction business and meets the minimum contractor standards by becoming pre-qualified by the Community Action Agency and MaineHousing. I understand that as used in the preceding sentence the term "family" includes my brothers and sisters (whether by the whole or half-blood) spouse, ancestors, and lineal descendants.
- (9) I understand that upon sufficient notice of such, MaineHousing and/or the Community Action Agency should have the right of entry to the project and the right to inspect all work done, material, equipment and fixtures furnished, installed or stored in and about the project.
- (10) I understand I cannot sell, transfer, rent or otherwise vacate the residence listed in this Application for a period of 3 years from the date the Declaration of Covenants and Restrictions is registered with the applicable County Registry of Deeds.

Notice of Intent to Occupy: Occupation of the property will be as my primary residence only. I do not intend to sell, transfer, rent or otherwise vacate the residence listed in this Application for a period of 3 years from the date of this Application

Certification: I certify that the information provided in this Application is true and correct as of the date set forth opposite my signature on this Application.

Statement of Release: I authorize the CAA, on behalf of the Program, to contact any employer, town official, financial institution, or other agency deemed necessary to obtain information or verification required to complete my request for housing repairs/replacement. This Statement of Release shall be valid from the date of my/our signature(s) below.

Signed by all owners of the property

Applicant/Owner Signature

Date

Co-Applicant/Co-Owner Signature

Date

VI. INFORMATION FOR GOVERNMENT MONITORING PURPOSES

The following information is required by the Federal Government for certain types of funding related to a dwelling or order to monitor compliance with 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 an agency may discriminate neither based on this information, nor on whether you choose to furnish it. However, if you choose not to furnish the information, under federal regulations the agency is required to note race or national origin and sex based on visual observation or surname. If you do not wish to furnish the information, please check below.

Applicant/Owner

I do not wish to furnish this information.

Ethnicity: Hispanic or Latino Non-Hispanic or Non-Latino

Race: American Indian or Alaska Native

Asian

Black or African American

White

Gender: Female Male

Co-Applicant/Co-Owner

I do not wish to furnish this information.

Ethnicity: Hispanic or Latino Non-Hispanic or Non-Latino

Race: American Indian or Alaska Native

Asian

Black or African American

White

Gender: Female Male

DOCUMENTS REQUIRED WITH YOUR COMPLETED APPLICATION

1) OFFICIAL COPY OF YOUR PROPERTY DEED OR BILL OF SALE FOR MOBILE HOMES

IF SOMEONE IS ON THE DEED WHO IS NO LONGER IN THE HOUSEHOLD DUE TO A DIVORCE OR DEATH, NEED TO PROVIDE A COPY OF DIVORCE DECREE OR DEATH CERTIFICATE

2) PROOF OF INCOME FOR ALL HOUSEHOLD MEMBERS FOR THE PREVIOUS 3 MONTHS

(MOST RECENT PAYSTUBS FOR THE PAST 12 WEEKS, 2023 SS, SSI or SSDI BENEFIT LETTERS, OR OTHER PROOF OF INCOME (EXAMPLE—PENSION, TANF OR CHILD SUPPORT))

3) ENTIRE ACTIVITY/BALANCES FOR THE PAST 3 MONTHS FOR ANY BANK, CREDIT UNION, AND DEBIT ACCOUNTS. THIS INCLUDES DIRECT EXPRESS, PAYPAL, VENMO AND LIKE ACCOUNTS. IF YOU HAVE ANY CD, MONEY MARKET, STOCKS AND BONDS WE NEED PROOF OF THOSE AS WELL. NEED FOR EVERYONE IN THE HOUSEHOLD INCLUDING CHILDREN.

(ACTIVITY MUST SHOW NAME OF FINANCIAL INSTITUTION AND ACCOUNT OWNER NAME).

4) COPY OF YOUR MOST RECENT PROPERTY TAX BILL