

INSTRUCTIONS FOR COMPLETING REHAB APPLICATION

- Please remember to fill in all questions completely and include all necessary verifications along with your application. Incomplete applications will not be processed until all necessary information is received in our office.

Instructions below are in order as they are listed in the application.

1. APPLICANT AND HOUSEHOLD INFORMATION

This section is self-explanatory. Please list your dwelling address and mailing address if different. If you are unaware of your property legal description or the year your home was built, you may contact your local COUNTY RECORDERS OFFICE.

2. HOUSING TYPE

If you have checked the “OTHER” box in this section you may want to contact our office to receive a determination regarding the eligibility of your property.

3. DEPENDENTS

Please make sure to list all members and ages residing in your home even if not related. Please note, additional priority points are given for senior citizens. (60 years or older)

4. TOTAL ANNUAL INCOME

Please include income for all members over eighteen years of age, residing in your home. Attach copies of current Federal Income Tax Return, Social Security statement, or other forms which may apply.

5. EXPENSES

In this section, please check all boxes that apply. Please be as thorough and accurate as possible.

6. NATIONALITY

Please check your corresponding nationality, this information is for statistical purposes only and will have no effect in determining your eligibility.

7. DISABLED OR HANDICAPPED

Please check “YES” if you or anyone residing in your home has been medically determined handicapped or disabled. Written verification from a medical institution, Social Security Disability or other verifiable documentation of your disability must be attached. Your application status will receive additional priority points upon verification of this condition.

8. REPAIRS NEEDED.

Briefly describe repairs you feel are needed to your home. Please remember, due to dollar limitations, priorities, etc. sometimes not all repairs you list will be done. A trained inspector will visit your home with you and make final determinations as to the actual work to be done.