



Office: 713-659-2511

Fax: 713-650-0871

Post Office Box 15315

Houston, TX 77220

Www.rebuildinghouston.org

Dear \_\_\_\_\_,

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

Thank you for requesting an application from Rebuilding Together Houston (RTH) for essential repairs to your home. We appreciate this opportunity to be of service to you. RTH is not a government agency, but rather a nonprofit organization providing home repairs since 1982 to qualifying, low-income homeowners. Funding for these repairs, provided at no cost to you, comes through the generosity of corporations, foundations, congregations, individual donors and public funding agencies. Through these funds and the value of volunteer labor, RTH deployed nearly \$100M in home repairs to homeowners in Houston and Harris County during its first thirty-two years of operations.

We use the services of certified local contractors for critical interior work and thousands of caring community volunteers for exterior repairs, such as wood replacement, caulking and painting. These dedicated volunteers give freely of their time and energy to help better our community. Financial resources vary on a yearly and monthly basis, which impacts the amount of service that can be provided to homeowners each year. Still, on average, of late RTH has been able to help one homeowner every calendar day. If you qualify, we hope to be able to help you as soon as possible.

To be eligible for RTH administered home repairs you **must**:

- Be age 62+, OR be disabled; OR have served in the military OR be the widow(er) of a veteran;
- Be living on a low or very low income (as defined by a percentage of Average Median Income for the Greater Houston area);
- Reside in a one story home;
- Be the owner of the home in which you live (a single family dwelling within Harris County);
- Be current on property taxes or have an official payment agreement with Harris County Tax Office for delinquent property taxes.

If you meet the above qualifications, you must provide copies of each of the following documents **(DO NOT SEND THE ORIGINALS)**:

1. Age verification: Current Driver's License or Texas ID.
2. Income Verification for every person in your household. For example: Social Security Award letter, AND/OR all paycheck stubs from last month's wages, AND/OR retirement, AND/OR Veterans Affairs letter, AND/OR child support documents, etc. (Send copies of any and all if applicable.)
3. Last year's income tax return: first two pages of the 1040. (If Applicable)
4. Proof of Home Ownership: Recorded real property Warranty Deed or Deed of Trust (stamped with file number and Harris County seal with your name and lot/block description).
5. Proof of Military Service: DD214. (If Applicable).
6. Proof of Disability Benefits. (If Applicable)
7. Completed Application.

This information is kept strictly confidential and will be used only to verify eligibility. **Please send copies only.** If you have questions or need assistance in completing this request, please contact us at (713) 659-2511 or email [info@rebuildinghouston.org](mailto:info@rebuildinghouston.org).

Sincerely,

Your Rebuilding Together Houston Team



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**Application for Services**

There is no application fee required to receive assistance from Rebuilding Together Houston. Rebuilding Together Houston has not authorized any other person or entity to act as its agent for purposes of this application. Any fees or costs associated with this application paid by the applicant to any such person or entity are not fees or costs charged by Rebuilding Together Houston. **Applicant represents that they currently occupy their house and agrees, as a condition for assistance, to reside in the home for a period that may be specified by RTH funding organizations.**

Homeowner Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Neighborhood: \_\_\_\_\_ Length of time at this address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Ethnicity (Check one):  American Indian or Alaska Native  Asian and Pacific Islander  Hispanic or Latino

White or Anglo American  African American or Black  Other \_\_\_\_\_.

Are you a widow/er (Check one)?  Yes  No Number of people in Household: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Ethnicity (Check one):  American Indian or Alaska Native  Asian and Pacific Islander  Hispanic or Latino

White or Anglo American  African American or Black  Other \_\_\_\_\_.

Are you long-term disabled and receiving disability benefits (Check one)?  Yes  No

Do you use a (Check one)  Cane  Walker  or Wheelchair?

Are there any children under the age of six in the home more than three days a week? (Check one)?  Yes  No

Did you serve in the Military (Check one)?  Yes  No Did your spouse serve in the military?  Yes  No

Branch of Service: \_\_\_\_\_ Branch of Service: \_\_\_\_\_

Years of Service: \_\_\_\_\_ Years of Service: \_\_\_\_\_

Rank (at discharge) if known: \_\_\_\_\_ Rank (at discharge) if known: \_\_\_\_\_

Is anyone (normally) in your household now serving in the military (Check one)?  Yes  No

Branch of Service: \_\_\_\_\_

Have you applied to RTH before (Check one)?  Yes  No If so, what year? \_\_\_\_\_

How did you hear about Rebuilding Together Houston? \_\_\_\_\_

Give the following information about **Each** household member (including children):

| Name        | Sex   | Ethnicity | Birth Date | Gross Monthly Income for everyone 18+ | Source of Income |
|-------------|-------|-----------|------------|---------------------------------------|------------------|
| <i>Self</i> | M / F |           |            |                                       |                  |
|             | M / F |           |            |                                       |                  |
|             | M / F |           |            |                                       |                  |
|             | M / F |           |            |                                       |                  |

Combined Monthly Household Income: \_\_\_\_\_

*Information provided in this application is true and correct to the best of my knowledge and ability. Furthermore, I understand that RTH will utilize this application solely for determination of my qualification to receive services. No release of this information to third parties can be made without my express written permission unless required by law.*

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date of Signature



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### HOME INFORMATION SURVEY:

Homeowner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_

#### EXTERIOR

- Mobile Home (Trailer), Duplex or Apartment
- Brick House

Do you live in a:

- Frame House
  - Wood Siding
  - Vinyl Siding
  - Other \_\_\_\_\_

- One Story Home
- Two Story Home

Please describe any problems with the exterior of your home? (Examples: Holes in the frame of the house, roof damage, etc.)

#### INTERIOR

Please describe any problems with the interior of your home? (Example: Holes/ cracks in the floors, soft spots in floor, leveling, etc.)

#### ELECTRICAL/PLUMBING

Please describe any problems with the plumbing/electrical in your home? (Example: outlets malfunction, leaking faucets or bathtubs, etc.)



## **HOMEOWNER'S WAIVER AND RELEASE**

Rebuilding Together Houston (RTH) started in 1985 to help people maintain their homes and develop greater pride in ownership, the true cornerstone of all sound neighborhoods. RTH administers this nonprofit program in partnership with hundreds of Houston companies, churches, schools and community groups which sponsor self-led volunteer crews. The success of this program is due to over 5,000 hardworking and caring volunteers each year working in crews of approximately 20 to accomplish these home repairs. RTH selects the houses and homeowners, provides repair materials to complete specified repairs and facilitates the program with private sector donated resources.

RTH has a **2-Step qualification process**. There is no guarantee that your home will receive repairs from RTH volunteers until your application has gone through all steps of the RTH qualification process.

**Step 1: Qualification of the Homeowner:** This includes completion of an application and receipt of all the supporting documentation listed on the first page of the application document. Once all documents are received and vetted by our Homeowner Intake Specialist, the application will move to Step 2.

**Step 2: Qualification of the HOME:** A RTH Inspector will visit the home to identify the extent of repairs required to return the home to a "livable condition". Not all homes will be qualified. **Initial**

### **What you can expect from the Crew**

- If your home is selected for the program, your crew leader will visit with you prior to working on your home with volunteers. For services provided by a Contractor, an RTH representative will contact you to review the planned work.
- Repairs will be completed in a courteous and timely manner with all specified exterior and interior repairs completed on your home according to the approved work order.
- Clean work site after repairs are completed. Exception: It might be necessary to store trash at the end of the yard until heavy pick-up or a dumpster can be obtained.

### **Needs from Homeowner**

- Your availability and cooperation during the repair workdays.
- Use of your facilities during the repairs (i.e., electricity, water, restroom).
- Any relatives who are at the home and are able are strongly encouraged to assist with the repair work during the repair days. Family members who decline the opportunity to join the volunteer crew are encouraged to be absent on work days. This cooperation builds good relationships.
- Pets need to be confined to areas not being repaired to ensure volunteer safety (i.e., in kennel, with neighbor or within a room inside the home).
- Report any special information (i.e., gas leaks, unsafe areas) to the crew leader
- We encourage you to thank the crew for their volunteer work. Our crews are trained volunteers who are eager to lend a helping hand and have taken time from their families to help repair your home.



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## HOMEOWNER'S WAIVER AND RELEASE

### Media Coverage:

I grant Rebuilding Together Houston permission to take or have taken, still and moving photographs and films including television pictures of my home. I consent and authorize Rebuilding Together Houston its advertising agencies, news media and any other persons interested in Rebuilding Together Houston, and its works, to use and reproduce the photographs films and pictures and to circulate and publicize the same by all means including, without limiting the generality of the foregoing, newspapers, television media, brochures, pamphlets, instructional materials, books and clinical material.

No inducements or promises have been made to me to secure my signature to this release other than the intention of Rebuilding Together Houston to perform the repairs and improvements and to use such photographs, films and pictures for the primary purpose of promoting and aiding its programs and its works.

**I acknowledge that I have read and agree to the above Media information: Initial: \_\_\_\_\_**

### Home Repairs:

The undersigned ("Homeowner"), in consideration of the free home repairs to be made by REBUILDING TOGETHER HOUSTON ("RTH"), hereby represents and agrees as follows:

1. Homeowner is the owner of the home and property located at \_\_\_\_\_.
2. Homeowner represents that the information contained in the Application previously submitted is true and correct. It is understood that the repairs will be performed at no cost to the Homeowner pursuant to the terms of a Repair Contractor Contract between RTH and an approved Contractor or Volunteer Team.
3. Homeowner expressly waives all claims and causes of action that Homeowner may have, both now and in the future, as a result of or relating to the home repairs, or any injury, whether to person or property, Homeowner may sustain through their own actions or the actions of anyone else, including RTH, Volunteer Teams, the Contractor, or their respective employees, agents, contractors or other parties associated with them in the home repairs.
4. Homeowner releases and agrees to indemnify and hold harmless RTH at all times against and in respect to any claims, actions, demands, losses, costs, expenses, penalties, and damages of every kind or liability of any type or character, including, but without limitation, expense of litigation, court costs and attorneys' fees, for injury or death to any person, or injury to any property suffered by any persons or property arising out of or resulting from any negligent act of RTH, and Volunteer Teams, or the Contractor or their respective agents, employees, or contractors, in performing the home repairs.
5. Homeowner understands and agrees that without this Homeowner's Waiver & Release, Homeowner would not be allowed to participate in the Program.

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Homeowner Print Name: \_\_\_\_\_

Homeowner Signature: \_\_\_\_\_



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## Application Completion Checklist:

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- Age verification: **Current** Driver's License or Texas ID.
- Income Verification for every person (18+) in your household.
- Last year's income tax return: first two pages of the 1040. (If Applicable)
- Proof of Home Ownership: Recorded real property Warranty Deed or Deed of Trust (stamped with file number and Harris County seal with your name and lot/block description).
- Proof of Military Service. (If Applicable)
- Proof of Disability Benefits. (If Applicable)
- Completed Application (Pages 2-4)
- Signed Waiver & Release (Pages 5-6)

## **When completed, please return by:**

### **Mail:**

Rebuilding Together Houston  
Post Office Box 15315  
Houston, TX 77220

### **Fax:**

(713) 650-0871

### **Email:**

intake@rebuildinghouston.org

Thank you!