



# **The East Baton Rouge Redevelopment Authority Housing Rehab Program**

## **RAPID ROOFING RESET**

## **INTAKE APPLICATION**

### **INSTRUCTIONS FOR APPLICATION**

#### **General Instructions**

- Read the instructions for this application.
- Please type or use BLUE or BLACK ink. Do not use pencil or other colors of ink. Please write legibly. All blanks must be completed, if you have no answer write N/A.
- The Applicant (Head of Household) and if applicable, Co-Applicant, must sign and date the application.
- Submit application with all the required documentation to:  
**{ 620 FLORIDA STREET, SUITE 110, BATON ROUGE, LA, 70801 }.**

#### **Itemized Instructions**

- 1. APPLICANT INFORMATION:** Provide your legal name, the address where the rehabilitation will take place, an e-mail address (if applicable), your date of birth, and your marital status and other fields.
- 2. CO-APPLICANT INFORMATION:** List other members of the household who hold as much responsibility for the property as the applicant. This person is often referred to as the co-owner of the property. Attach additional sheet if there are more than two applicants.
- 3. ALTERNATE CONTACTS INFORMATION:** This information is being collected to assist us in locating the applicant in the event that their primary contact information is no longer useful. Please also list the contact information for anyone who is helping you through this process, if applicable.

- 4. HOUSEHOLD COMPOSITION AND CHARACTERISTICS:** As of the time of application please, list the current Head of Household and all other members of the household. Indicate the relationship of each family member to the Head of Household, gender, date of birth and marital status. Indicate if any of the members listed are disabled.
- 5. RACE AND ETHNICITY FOR HEAD of HOUSEHOLD:** This information is being collected to ensure compliance with federal Housing and Equal Opportunity regulations.
- 6. ELIGIBILITY INFORMATION:** The information collected here is important to determine eligibility as it relates to the damage in your home, and proof of economic need.
- 7. INCOME INFORMATION:** Provide information on all household income sources. Income includes the following: Wages, salaries and tips, alimony, child support, military income, part-time income, temporary income, TANF, Social Security, other benefits, and other income for all household members over age 18.

**8. ASSET INFORMATION:** Provide the requested information on any property you own.

**Examples of what constitutes assets are listed below:**

- Cash held in savings, checking accounts, safe deposit boxes, homes, etc.;
- Stocks, bonds, treasury bills, CDs, mutual funds, money market accounts, and other investment accounts;
- Individual retirement accounts, 401(k), Keogh accounts, and other similar retirement savings accounts;
- Cash value of life insurance policies available to the holder before death;
- Personal property that is held for investment purposes;
- Equity in real property;
- Retirement and pension funds;
- Mineral rights; and
- Mortgage or deeds of trust held by the applicant

**Some items of personal property are *NOT* counted as assets for the purposes of determining annual income:**

- Automobiles;
- Term life insurance policies
- Jewelry; and/or

**9. APPLICANT CERTIFICATION:** Certify that all information in the application is true, to the best of your knowledge. Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

**10. ELIGIBILITY RELEASE:** It is required that you sign this form, which allows the East Baton Rouge City Parish to request information from Third Parties concerning your eligibility and participation in this program. This form allows for income, assets, child support, etc. to be verified and documented.

<b>Applicant Address:</b>	
<b>Housing Rehab Application Received By:</b>	<b>Date/Time Application Received:</b>

<b>1. TO BE COMPLETED BY APPLICANT: (Head of Household)</b>		<b>2. TO BE COMPLETED BY CO-APPLICANT: (If Applicable)</b>	
<b>Last Name:</b>		<b>List relationship type to Head of Household, e.g. spouse, sister, mother</b>	
<b>Middle Name:</b>		<b>Last Name:</b>	
<b>First Name:</b>		<b>Middle Name:</b>	
<b>Property Address:</b>		<b>First Name:</b>	
<b>City:</b>		<b>Current Address:</b>	
<b>State:</b>		<b>City:</b>	
<b>Zip:</b>		<b>State:</b>	
<b>Mailing Address:</b>		<b>Zip:</b>	
<b>City:</b>		<b>Mailing Address:</b>	
<b>State:</b>		<b>City:</b>	
<b>Zip:</b>		<b>State:</b>	
<b>Home Phone:</b>		<b>Zip:</b>	
<b>Daytime phone:</b>		<b>Home Phone:</b>	
<b>Mobile Phone:</b>		<b>Daytime Phone:</b>	
<b>E-mail Address:</b>		<b>Mobile Phone:</b>	
<b>Date of Birth:</b>		<b>E-mail Address:</b>	
<b>Gender:</b>		<b>Date of Birth</b>	
<b>Marital Status:</b>		<b>Gender:</b>	
		<b>Marital Status:</b>	

**ALTERNATE CONTACTS INFORMATION:** -This information is being collected to assist us in locating you. You may also list a contact who is helping you through this process.

<b>Contact Name (first):</b>	
<b>Contact Phone No.:</b>	<b>Address:</b>
<b>Contact Name (second):</b>	
<b>Contact Phone No.:</b>	<b>Address:</b>

**HOUSEHOLD COMPOSITION, CHARACTERISTICS AND FAMILIAL STATUS:** - At the time of application, list the Head of Household and all other members of the household. Indicate the relationship of each family member to the Head of Household (spouse, sibling, etc.). In addition, indicate if there are any additional members in the near future to the household.

Household Member Name	Relationship to Head of HH	Gender M/F	Date of Birth	Marital Status	Is household member listed disabled? Y/N	Additional Members in the next (12) Months? If yes, explain, e.g. birth of a child, adoption, legal custody.
	Head of Household					

**RACE AND ETHNICITY FOR HEAD of HOUSEHOLD (Check one):** -This information is being collected to ensure compliance with federal Fair Housing and Equal Opportunity regulations.

**RACE (Check all that apply):**

<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Other (Please State) _____

**ETHNICITY (Check one):**

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Non-Hispanic or Latino - A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**PROPERTY INFORMATION** - Provide basic information concerning the property (i.e. physical address of the property, floodplain information, and other names on the deed).

**Property Address:**

<b>City:</b>		<b>State:</b>		<b>Zip:</b>	
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**Property Phone No:**

**i. What type of structure is the property? (Select One)**

**Single Family**     **Other (Describe):**                      **Year Built:**

**iii. Are you currently living in the property? If no, explain your current living situation below:**

**v. Is the property in a Flood Plain?**                       **Yes**     **No**     **Don't Know**

**Do you own the land?**     **Yes**     **No**     **Don't Know**

**vi. Do you have a deed on the property?**                       **Yes**     **No**     **Don't Know**

**vii. Are there any other names on the deed for the property?**                       **Yes, if so list the owner's name(s) below**     **No**

**If yes, describe what deed information you have on the property (including any entity, for example, a Trust):**

**OTHER ASSISTANCE RECEIVED:** List all other sources of financial or housing assistance received (local, state, federal, and private sources. For example, Weatherization, 2016 Flood Assistance, etc.).

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Have you applied for any event related assistance for damage to your home from any source (local, state, federal, private)? If yes, proceed with this section. If no, proceed with Section # 9 Income Information.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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i. Have you received any disaster related assistance from FEMA for structural damage to your home? (If no, continue to the next section.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Amount Approved?	Amount Received to date:
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**C. INSURANCE**

i. Do you have homeowner’s insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If “Yes”, what type?	<input type="checkbox"/> Hazard <input type="checkbox"/> Wind <input type="checkbox"/> Flood <input type="checkbox"/> Contents
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Other : (Explain)

ii. Did you file a claim?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Have you filed a claim within the last 6 months to a year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Claim Amount Received:	Deductible:
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iii. Provide the name of the Insurance Company(s):

**D. OTHER**

i. Did you receive any other assistance for the repair of your home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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ii. If yes, explain the type of assistance you received e.g. Red Cross, United Way, previous CDBG Home repair, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**INCOME INFORMATION:** Income includes: Wages, salaries and tips, alimony, child support, military income, part-time income, temporary income, TANF, Social Security, other benefits, other income for all household members over age 18. List **ALL** household members and their incomes. Attach a separate sheet if you need more space.  
**FOOD STAMPS ARE NOT CONSIDERED INCOME- do not list food stamps.**

Household Member Name	Full Time Student? Y/N	Source of Income (include employer name) If Applicable	Rate of Pay	Payment Basis (hourly, weekly, monthly, etc.)

**10. ASSET INFORMATION:** Provide the requested information on any property you may own or assets you may have.

1. Do you own any other real estate?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If yes, provide address, city and state of property(s):			
2. Do you have a mortgage on the property you are seeking assistance on?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what is the current balance owed on the mortgage?			
3. Are your payments current on your mortgage?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Is your primary residence currently in foreclosure?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. List below the types and sources of any household assets. Provide both the current cash value and the estimated annual income from the asset. (A listing of examples is located in the instruction section.)			
Household Member Name	Type & Source of Asset	Cash Value of Asset	Annual Income From Asset

<b>APPLICANT CERTIFICATION:</b> Certify that all the information in the application is true, to the best of your knowledge. Under the penalty of perjury, by signing this application to verify the information contained, the applicant authorizes the City-Parish or any of its duly authorized representatives herein.	
I/We understand the information provided above is collected to determine if I/we are eligible to receive assistance under the Community Development Block Grant Housing Rehab Program. I/We hereby certify that all the information provided herein is true and correct. I/We understand that providing false statements or information is grounds for termination of housing assistance and is punishable under federal law. I/We authorize the above-referenced Subrecipient and any of its duly authorized representatives to verify all information provided in this application. I/We understand that additional information will likely be required to move forward with this program.	
<b>Signature of Applicant:</b>	<b>Date</b>
<b>Signature of Co-Applicant:</b>	<b>Date</b>
<b>Warning:</b> Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.	

**ELIGIBILITY RELEASE:** It is required that you sign this form, which allows the City- Parish and/or it's duly authorized representative to request information from Third Parties concerning your eligibility and participation in this program.

**Applicant Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

Information Covered: Inquiries may be made about items initialed below by the applicant.

Instructions to Applicant: Your signature on this Eligibility Release, and the signatures of each member of your household who is 18 years of age or older, authorizes the City- Parish or any of its duly authorized representatives to obtain information from a third party regarding your eligibility and continued participation in the Community Development Block Grant Housing Rehab Program for Targeted Household Rehab Assistance. Each adult member of the household must sign this Eligibility Release.

Privacy Act Notice Statement: The City Parish requires the collection of the information listed in this form to determine an applicant's eligibility for the Program. This information will be used to establish the level of benefits for which the applicant is eligible and to verify the accuracy of the information furnished. Information received from an applicant or as a result of verifying an applicant's eligibility may be released to appropriate Federal, State, and local agencies or, when relevant, to civil, criminal, or regulatory investigators, and to prosecutors. Failure to provide any information may result in delay or rejection of your eligibility approval. Subrecipient is authorized to ask for this information under the National Affordable Housing Act of 1990.

**NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. If a copy of a tax return is needed, IRS Form 4506, "Request for a Copy of Tax Form", must be prepared and signed separately.**

**Information Covered: Inquiries may be made about items initialed below by the applicant.**

Description	Verification Required	Applicant Initials
Income (all sources)	X	
Assets (all sources)	X	
Child Support	X	
Property Taxes	X	
List other item here:	X	
Dependent Income: Full-time Student	X	



**Applicant's Authorization:**

I authorize the East Baton Rouge Redevelopment Authority to obtain information about me and my household that is pertinent to determining my eligibility for participation in the Program. I acknowledge that:

- (1) A photocopy of this form is as valid as the original; AND
- (2) I have the right to review information received using this form; AND
- (3) I have the right to a copy of information provided to EBRRA and to request correction of any information I believe to be inaccurate; AND
- (4) All adult household members will sign this form and cooperate with the EBRRA in the eligibility verification process.

***WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.***

<b><i>Signatures:</i></b>		
<i>Signature-Head of Household</i>	<i>Print Name</i>	<i>Date</i>
<i>Other Household Member</i>	<i>Print Name</i>	<i>Date</i>
<i>Other Household Member</i>	<i>Print Name</i>	<i>Date</i>
<i>Other Household Member</i>	<i>Print Name</i>	<i>Date</i>
<i>Other Household Member</i>	<i>Print Name</i>	<i>Date</i>
<i>Other Household Member</i>	<i>Print Name</i>	<i>Date</i>

# Applicant Checklist

*Please provide the information listed below to ensure that your application will be processed in an expedited manner:*

- Completed Housing Intake Application;
- Properly executed Eligibility Release Form;
- Photo Identification for all household members 18 or over;
- Social Security card;
- Proof of Occupancy (electric bill, water bill, etc.)
- Home Owner's Insurance Letter and Proof of Flood Insurance if applicable.
- Fee Simple Deed in applicant's name;
- Provide any and all proof of income for individuals that live at the property and that are over the age of 18;
- 3 months of bank statements;
- Last 4 consecutive pay check stubs if employed;
- Current copy of social security statement/award letter;
- Current copy of retirement/pension statements; and
- Current copy of unemployment statement.