



P.O. Box 40026
Washington, DC 20016-0026
(202) 965-2824; (202) 965-2827 FAX
rtdc@rebuildingtogetherdc.org
Visit us on the web at www.rebuildingtogetherdc.org

Dear Washington, DC Homeowner,

Enclosed is the application you requested for volunteer home repair from **Rebuilding Together of Washington, DC** (formerly Christmas in April). **Please read carefully so you fully understand what to expect from the program.**

- 1) Fill out the application completely, then mail it back to us as soon as possible (**do not mail it certified—we do not accept certified mail**).
- 2) Along with your signed application form, we will need the following:
 - a. **Proof of home ownership** (such as a copy of your original deed, a copy of your mortgage statement, or a copy of a property tax bill that shows your name and address).
 - b. **Proof of income level from all adults over the age of 18 that live in your home** (copy of pension or annuity statement, social security statement, tax returns or pay stubs).
- 3) After we receive your *complete* application and verify the information, **we will contact you for an appointment to meet with you and view the work needed in your home.**
- 4) All applications are reviewed by a committee of our Board of Directors. Our ability to serve applicants is dependent on the availability of volunteer resources. Rebuilding Together of Washington, DC relies on volunteer workers and financial sponsors. For this reason, **we are not able to serve all applicants.**
- 5) Our workers are *all volunteers*. If your home is selected by a volunteer sponsor, they will work on your home at no charge to you, but **they cannot guarantee how much work will be done.**
- 6) **All able-bodied adults and teenagers, present on the workday, are required to work with the volunteers.** If they refuse to help, our volunteers may leave, which means the work you have requested will not be completed.
- 7) Volunteers may also leave if they observe or suspect any illegal or unsafe activity.
- 8) Rebuilding Together makes no promises about the amount of work that a volunteer group can complete. If a volunteer group selects your home, they will work to accomplish jobs they are comfortable doing given the budget, supplies and skills they have.
- 9) If your home is matched with a sponsoring group, we will notify you by **March 2011.**

Sincerely,

Janice T. Stango
Executive Director

What happens after *Rebuilding Together* receives my application?

When we have received your complete and signed application (including copies of documents), you may be contacted by a volunteer sometime between July and December to schedule a home preview. He/she will come to your home, meet with you to assess the state of your property, and the work it will require for repairs. The volunteer's preview report will then be reviewed by a committee.

You will receive a letter in **MARCH** telling you whether or not your application has been approved. If your application is accepted we will start trying to match your house with a volunteer group to do some of the repairs you have requested.

When you are matched, the leaders of your volunteer group (called House Captains) will contact you in order to organize the work that they will do at your house. They will purchase supplies and plan and facilitate your repairs. House Captains are not *Rebuilding Together* employees, they are *volunteers* donating their time to help their neighbors!

Note: Regrettably, *Rebuilding Together* does not have enough resources to assist all the eligible homeowners who submit a completed application. Approval does not guarantee that we will find a volunteer group or have the resources to work on your house this year. *However, you can reapply for the following year.*



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Homeowner Application Information

The community has known us for years as *Christmas in April of Washington, DC*. Now we have a new name,

Rebuilding Together of Washington, DC. This brochure contains important information for all applicants to the *Rebuilding Together* home repair program. Please read it over carefully, then fill out the application and return it, with copies of the required documents, to our office.

What's Inside:

- ~ A list of the repairs *Rebuilding Together* volunteers might do at your home.
- ~ A description of what to expect after you apply to the *Rebuilding Together* program.
- ~ A description of the applicants' responsibilities.
- ~ A description of the required documents we need from you.

Rebuilding Together of Washington, DC is a 501(c)(3) tax-exempt organization.
CFC/United Way #59172

What Repairs can *Rebuilding Together* make?

Rebuilding Together's labor is primarily voluntary. When an applicant is selected as a participant, they receive assistance by a group of volunteers to make important repairs that the homeowner needs to their property.

Since volunteers do the bulk of the labor, the amount and scope of work that gets done for each project site is up to the capabilities, budget and energy of the individuals- so be pleasant to the volunteers! A welcoming smile or words of thanks can go a long way towards making a volunteer feel appreciated and may make him or her want to come back again.

Most of the work by the volunteers is done in one day and includes minor repairs to improve the safety, warmth and security of the building. Following are examples of the types of repairs volunteers may be able to do:

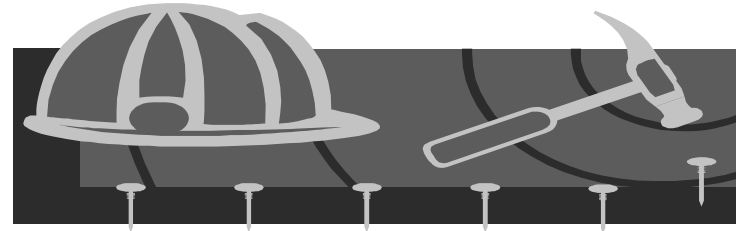
- ~ Interior painting
- ~ Exterior painting (at first floor level)
- ~ Repair cracks, holes in walls and ceilings
- ~ Repair falling plaster
- ~ Repair stairs and handrails
- ~ Replace entry locks
- ~ Install new deadbolt locks
- ~ Repair broken windows
- ~ Minor plumbing repairs
- ~ Minor electrical repairs
- ~ Minor roof repairs
- ~ Trash removal
- ~ Yard work

Important Note:
All able-bodied residents, family or friends who are present at the property on the work-day are required to work along-side the volunteers. The volunteers are not obligated to complete any work if visitors and family do not participate.



Who does *Rebuilding Together* serve?

- ~ Elderly and/or disabled low-income homeowners
- ~ Low-income homeowners who are caring for disabled relatives or young children in their home
- ~ 501 (c)(3) non-profits and public schools



What documents does *Rebuilding Together* need included with my application?

To process your application, we need copies of the following documents: (Note: the previewing process may be delayed until we receive adequate documents from you and the other residents at your property.)

- 1.) **Proof of ownership of your home** in the form of a copy of a deed or tax receipt which has the applicants' name and address on it. Rebuilding Together does not work on rental properties.
- 2.) **Proof of level of income for all adults** living on the property, in the form of wage receipts, receipts from social security, pensions, annuities and other assets. A copy of your last year's tax return is the best proof of income. Rebuilding Together typically works with homeowners who have a household cumulative income of less than \$35,000.

If you need help filling out this application, please call 202-965-2824 for assistance. We will be happy to help you!



Washington DC
(formerly *Christmas in April*)

Homeowner Application

Application Deadline

Ongoing Acceptance

P.O. Box 40026, Washington, DC 20016-0026
(202) 965-2824; Fax (202) 965-2827; www.rebuildingtogetherdc.org

We do not accept certified mail.

Rebuilding Together of Washington, DC (formerly Christmas in April), is a one-day free home repair community service program, targeting low-income elderly and/or disabled homeowners and families with young children. If your home is chosen to participate in the Rebuilding Together program, a volunteer work crew will make repairs to your home during the last weekend in April. Volunteers commit to work for eight hours on one day. During that time they probably will be unable to do everything that you want done, so consider your priorities in advance. Volunteers' assistance is free. There is never a charge to you or your family. **To apply for the program, fill out this application, sign it, and mail or fax it (see address above) with: 1.) Proof of income for all adults living in the house and 2.) Proof of ownership of your home.** Please be sure to fill out all eight sections completely; the more information you can give us, the better. You will be notified by mail if your home is selected.

Section 1: Homeowner(s) Information

Homeowner(s) Full Name _____ Age _____

Home Address _____ ZIP _____ Ward _____

Phone (H) _____ (W) _____ # of Years at Address _____

Email: _____

Section 2: Resident Information & Special Needs

List the name and age for everyone currently living in the property and describe any special needs e.g. hearing or visually impaired, wheelchair bound, uses a walker/cane, mentally disabled, loss of limb, diabetes, etc. Note: All able-bodied residents must assist the volunteers on the day of the work.

1. _____ Age _____ Disabilities _____

2. _____ Age _____ Disabilities _____

3. _____ Age _____ Disabilities _____

4. _____ Age _____ Disabilities _____

5. _____ Age _____ Disabilities _____

Section 3: Income

We need proof of income from every person in the home over age 18. A copy of your last tax return is the best. If this is unavailable, attach copies of wage receipts, social security receipts, pension, annuities, or other assets. Documents must show the applicant's name and address. *The previewing process on your home may be delayed until we receive these documents.*

RESIDENT	ONE	RESIDENT	TWO
Wages	\$ _____	Wages	\$ _____
Social Security	\$ _____	Social Security	\$ _____
Pensions	\$ _____	Pensions	\$ _____
Annuities	\$ _____	Annuities	\$ _____
Other	\$ _____	Other	\$ _____
TOTAL \$	_____	TOTAL \$	_____

If there are more than two adults living in home, attach additional sheets.

What are your monthly mortgage payments? \$ _____

Section 4: Describe the Work You Want on Your Home

Please PRINT CLEARLY or type (*Remember that volunteers only promise to work for 8 hours on one Saturday and may be unable to make ALL the repairs you would like, so consider your priorities carefully.*)

Accessibility Modifications: (Do you need a wheelchair ramp, bathroom grab bars, stairway handrails, accessible shower stall, or anything else to help a handicapped person?)

Roofing Repairs: (Does your roof leak? If yes, where and how much?)

Plumbing Repairs: (Describe leaking sinks, bathtubs, showers, toilets, drainage problems.)

Carpentry Repairs: (Describe problems with doors, floors, porches, steps, walls, ceilings and indicate places in the house that need repair.)

Electrical Repairs: (Describe problems with fixtures, appliances, wiring, sockets, etc.)

Painting: (List which rooms inside your home need painting.)

Appliance Repairs: (Describe problems with stove, refrigerator, hot water heater)

Doors and Windows: (Locks, frames, sashes, broken glass, weather-stripping)

Clutter: (Do you have old clothing, newspapers, books, magazines, etc.?) Yes No

If yes, will you agree to have our volunteers help you remove the excess clutter? Yes No

Trash Removal/Yard Work: (Describe significant hauling or yard work needed.)

Are you in need of groceries on a regular basis?

Other: (Describe)

Section 5: Homeowner's Statement

Write a brief statement explaining why you feel your home should be selected and how the program would help you. Explain any disabilities you or any occupants have or dangerous conditions in your home (attach sheets if necessary).

Section 6: Application History

Where did you learn about *Rebuilding Together of Washington, DC*?

___ TV ___ radio ___ newspaper ___ friend/relative
___ neighbor ___ church ___ flier ___ other

Have you applied to *Rebuilding Together of Washington, DC* in the past? ___ Yes ___ No

Has *Rebuilding Together* worked on your home in the past? ___ Yes ___ No

If yes, what year(s)? _____

Have you or anyone in your family served in the military? If so, please describe:

Section 7: Application Checklist

___ I have read and filled out this entire application.

___ I have enclosed a copy of the deed on my home or other proof of home ownership.
(for example, a property tax receipt showing my name and address)

___ I have enclosed a statement(s) verifying the total income for all adults living on my property (i.e. a tax return, social security of wage receipt, pension receipt, etc.) **ALL ADULTS MUST SUBMIT INCOME DOCUMENTS** (if they are unemployed, please enclosed a signed note to that effect).

___ I have signed and dated this application.

Section 8: Homeowner's Agreement/Waiver

I certify that the information I have provided on this application is accurate and that I own the property at the given address. I have no present intention to move or offer my home for sale. I confirm that all physically able persons residing in my home or who choose to be on the premises for the project day(s) will work alongside the *Rebuilding Together of Washington, DC* volunteers. I confirm that (except for the conditions listed on this application) my home is a safe place for volunteers to work.

I understand that the people who work on my house are UNPAID volunteers and that few of them are skilled in the building trades and that *Rebuilding Together* makes no warranties, express or implied, regarding any materials used or work done by anyone on my house. I hereby release *Rebuilding Together* and all associated with it from any and all liability.

Homeowner's Signature _____ **Date** _____

Email: _____

****If you are not the homeowner, but are assisting him/her in completing this application, please fill out the following:***

Name: _____ **Phone Number:** _____

Address: _____

Email: _____