



RETURN APPLICATION TO:
LOS ALAMOS HOUSING PARTNERSHIP, INC.
 1475 Central Avenue, Suite 220
 Los Alamos, NM 87544
 OFFICE: (505) 662-8918
 HOURS: Monday-Friday 8:30–5:30
 Saturday (By appointment)
 Los Alamos County and LAHP are Equal Housing Lenders



APPLICATION FOR ASSISTANCE

 Date of application

Applicant Name _____ Applicant SSN _____

Co-applicant Name _____ Co-applicant SSN _____

Property Address _____

Property located in Los Alamos County Yes No *(If no, you are not eligible)*

I own and live in this home or have an executed contract to purchase this home Yes No *(If no, you are not eligible)*

Applicant Telephone Number _____ Applicant E-Mail _____

Co-applicant Telephone Number _____ Co-applicant E-Mail _____

Marital Status Married Unmarried Separated

PART I: HOUSEHOLD COMPOSITION AND INCOME

A. Household Composition and Income (List all income for all household members living in your home)

NAME	AGE	RELATIONSHIP	GROSS MONTHLY INCOME	SOURCE OF INCOME

Note: If your household's total gross monthly income from all sources exceeds the income limits on page 2 of this application, you are not eligible for this program.

Are any household members disabled and/or special needs? Yes No If Yes, list the type of disability and/or special needs:

Nationality: Native American Asian Black Anglo Hispanic Other Decline to State

B. Asset Information (If applicable, state estimated net value of each asset type held)

CHECKING	SAVINGS	OTHER REAL ESTATE	PENSION RETIREMENT	STOCKS & BONDS

PART II: MORTGAGE AND FINANCIAL INFORMATION

A. Mortgage and Consumer Debt Information

Approximate mortgage balance	Monthly payment
Does your monthly payment include an escrow amount for taxes/insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Second mortgage balance	Monthly payment
Other debt including credit card and installment loans	Total monthly payments

B. Property Valuation

2017 County Assessor Notice of Value	Current Appraisal
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Note: Your property value must not exceed current MFA program limits.

C. Financial Information

1. Is your mortgage payment current?	<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Do you face any outstanding judgments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are your property taxes current?	<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Have you filed bankruptcy in last 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are your utility bill payments current?	<input type="checkbox"/> Yes <input type="checkbox"/> No	8. Do you have a reverse mortgage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you have homeowner's insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	9. Are you a party to a current lawsuit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Do you have any non-medical collection accounts?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Note: If you answered "No" to questions 1-4, or "Yes" to questions 5-8, you are not eligible.	

D. Applicant Certification and Authorization

I (We) certify that all of the information in this application is true and complete to the best of my (our) knowledge and belief. I (we) authorize verification of employment and any other information presented herein. I (we) understand that LAHP requires proof of income and assets including: last two pay stubs, benefit statements and award letters from Social Security, VA, court ordered child support, etc., copy of current federal tax return and copy of current statements for all financial accounts and assets which had been identified in Part 1B. I (we) authorize LAHP to conduct a credit report to verify debt and other financial obligations, including collections & judgments.

Applicant signature	Date
Co-applicant signature	Date

LOW INCOME LIMITS BY HOUSEHOLD SIZE FOR LOS ALAMOS COUNTY FOR FY 2017

Number of Persons in Family

	1	2	3	4	5	6
Very Low Income (50% AMI)	\$36,800	\$42,050	\$47,300	\$52,550	\$56,800	\$61,000
Low Income (80% AMI)	\$58,880	\$67,280	\$75,880	\$84,100	\$90,880	\$97,600

Source: US Department of Housing and Urban Development; Los Alamos County
These income limits may change once HUD 2017 income limits are released

PART III: CHARACTERISTICS OF SUBJECT PROPERTY

A. Ownership

Name of owner(s) of property _____

Is property ownership held in Fee Simple Condominium Other _____

Type of deed _____ Is a copy of the deed provided with application? Yes No

Have liens other than mortgage liens been filed? Yes No

Date property acquired _____ If not yet acquired, is property subject to an executed purchase contract? Yes No

Is a copy of purchase contract provided with application? Yes No

Is subject property in foreclosure? Yes No

Note: if other liens have been filed on the property and are yet unresolved, such as mechanics liens and tax liens, you are not eligible. If the subject property is in foreclosure, you are not eligible.

B. Physical Characteristics

Type of home Single Family Detached Town home Condominium Modular Manufactured Other

Property address _____

Is property solely in residential use? Yes No If no, describe other use(s) _____

Is property occupied solely by owner's household? Yes No

If no, describe the other occupancy _____

Date home constructed _____ Heated square footage _____ Number of bedrooms/baths _____

If home is manufactured, is it on a permanent foundation? Yes No

Is this property under corrective action for a violation of County Code? Yes No

If yes, please give a date when violation will be resolved. _____

Note: If the property is not solely in residential use and the non-residential use is found to not have been licensed through the County, you are not eligible. If the property has been cited by County Code Enforcement and the citation/violation has not been resolved, you are not eligible. If subject home is a manufactured home that is not on a permanent foundation, you are not eligible.

PART IV: TYPE OF HOUSING REHABILITATION PROJECT

A. Program Overview and Definitions

There are 3 types of programs for which you can apply for assistance under the Home Renewal Program: Energy Conservation, Emergency Repair and General Repair. **YOU MUST APPLY FOR ONLY ONE OF THE THREE PROGRAMS.** Within the program selected, you may undertake any number of project types. The final scope of work will be determined by the homeowner, LAHP staff and will be subject to the final approved budget.

1. Energy Conservation. An Energy Conservation project is an energy efficiency improvement which reduces the amount of gas and electric consumed in the home.

2. Emergency Repair. An Emergency Repair project is an improvement necessary to remove a substandard condition which poses an immediate threat to the health, safety and welfare of home occupants.

3. General Repair. A General Repair project is an improvement necessary to bring a home, or part of a home, into compliance with all applicable State and County Building and Energy Conservation codes, and/or to make accessibility improvements which will allow Seniors to safely remain living in their home and/or to replace/repair exterior siding and stucco.

B. Program Funding Limits

1. **Energy Conservation.** Maximum assistance under this program is **\$14,999.**
2. **Emergency Repair.** Maximum assistance under this program is **\$24,999.**
3. **General Repair.** Maximum assistance under this program is **\$45,000.**

The listing of projects within each program category below is not an exhaustive list; if your type of project is not listed here, please use the "Other" category.

C. I want to participate in the Energy Conservation Program

Please mark the desired type of project improvements from the following list:

- | | |
|---|---|
| <input type="checkbox"/> Insulation | <input type="checkbox"/> Exterior doors and/or frames |
| <input type="checkbox"/> Windows | <input type="checkbox"/> Air leakage reduction (caulking, weatherstripping, thresholds, etc.) |
| <input type="checkbox"/> Furnace, boilers or other HVAC systems | <input type="checkbox"/> Fireplace and/or wood stoves |
| <input type="checkbox"/> Hot water heater | <input type="checkbox"/> Other _____ |

D. I want to participate in the Emergency Repair Program

Please mark the desired type of project improvements from the following list:

- | | |
|--|---|
| <input type="checkbox"/> Roof and/or other building envelope areas | <input type="checkbox"/> Mold, asbestos, lead-based paint remediation |
| <input type="checkbox"/> Foundation and/or load bearing wall* | <input type="checkbox"/> Exterior steps, porches, decks and/or walkways |
| <input type="checkbox"/> Electrical system | <input type="checkbox"/> Sewer or water lateral/yard line |
| <input type="checkbox"/> Plumbing and mechanical system | <input type="checkbox"/> Fire code required upgrades |
| <input type="checkbox"/> Furnace, boilers or other HVAC systems | <input type="checkbox"/> Other _____ |

E. I want to participate in the General Repair Program

Please mark the desired type of project improvements from the following list:

- | | |
|--|---|
| <input type="checkbox"/> Exterior siding/stucco | <input type="checkbox"/> Plumbing and mechanical system |
| <input type="checkbox"/> Accessibility (aging-in-place) improvements | <input type="checkbox"/> Fire code required upgrades |
| <input type="checkbox"/> Roof | <input type="checkbox"/> Exterior steps, porches, decks and/or walkways |
| <input type="checkbox"/> Foundation and/or load bearing wall* | <input type="checkbox"/> Demolition of unsafe accessory structure(s) |
| <input type="checkbox"/> Electrical system | <input type="checkbox"/> Energy conservation improvements |
| | <input type="checkbox"/> Other _____ |

**Funding for foundation and/or load bearing wall projects will be evaluated on a case by case basis, given the scope and cost of the project and amount of available funds.*

PART V: NEXT STEPS

- A. For questions or assistance in completing application, please call Steve Brugger at LAHP at 662-8918.
- B. Applications will be reviewed for completeness and program eligibility within 5 business days after receipt and applicants will be notified of their project status
- C. LAHP may request additional information to validate the information presented herein and as required to further process the application
- D. Complete applications which meet all HRP eligibility requirements will be placed on a waiting list
- E. Applications for projects under the Emergency Repair Program will be placed on a separate waiting list
- F. LAHP staff will schedule a site visit to prepare a scope of work and general cost analysis for applicant desired improvements
- G. Based on project scope of work and general cost analysis, LAHP staff will create a project funding plan and request funding from County and/or other sources
- H. Upon commitment of funds, LAHP staff will prepare bid package and distribute to qualified contractors
- I. Homeowner will select contractor based on evaluation of bid responses and execute a construction contract
- J. Upon approval of any required permits, contractor is given notice to proceed and project begins