



**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 income for all members living in your home age 18 and older)

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)

ADULT HOUSEHOLD MEMBERS	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

2018 County Assessor Notice of Value	Current Appraisal
<b>Note: Your property value must not exceed current MFA program limits.</b>	

### 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. Are you a party to a current lawsuit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you have homeowner's insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Note: If you answered "No" to questions 1-4, or "Yes" to questions 5-8, you are not eligible.</b>	
5. Do you have any non-medical collection accounts?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

### D. Applicant Certification and Authorization

The following documents are required, at a minimum, by HRP in order to make a determination that the application is complete. 1) Completed and signed application for assistance; 2) Signed certification forms attached to the application which certify that the information provided is true and correct; there is no willful concealment of information, etc.; 3) Copy of three most current pay stubs from all household members 18 years of age or older; 4) If applicable, copy of current year's retirement and/or social security benefit statement, disability benefit, veteran's benefit, unemployment benefit, child support; 5) Copy of last two years Federal tax returns for all household members 18 years of age or older, if required to file; 6) Copy of three most current bank statements for all household members 18 or older; 7) Copy of three most current statements for all financial accounts, including checking, saving, money market, CDs, stock and bond accounts, brokerage accounts, including IRA and 401(k) accounts; 8) Copy of warranty deed; 9) Copy of current month mortgage statement; 10) Copy of most recent County Assessor notice of value or current appraisal; 11) Copy of homeowner's insurance policy; 12) Court ordered divorce decree and child support requirement, if applicable; 13) Copy of current utility bill; 14) Copy of most recent receipt for property taxes paid or end-of-year escrow account statement from lender; 15) Authorization from applicant for LAHP to pull a credit report.

Applicant signature	Date
Co-applicant signature	Date

### LOW INCOME LIMITS BY HOUSEHOLD SIZE FOR LOS ALAMOS COUNTY FOR FY 2018

Number of Persons in Family

	1	2	3	4	5	6
<b>Very Low Income</b> (50% AMI)	\$40,250	\$46,000	\$51,750	\$62,100	\$66,700	\$71,300
<b>Low Income</b> (80% AMI)	\$64,400	\$73,600	\$82,800	\$92,000	\$99,360	\$106,720

Source: US Department of Housing and Urban Development; Los Alamos County  
These income limits may change once HUD 2019 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"/> Replacement of incandescent light bulbs with CFLs, or installing Solar photovoltaic and solar hot water systems |
| <input type="checkbox"/> Windows                                | <input type="checkbox"/> Fireplace and/or wood stoves   |  |
| <input type="checkbox"/> Furnace, boilers or other HVAC systems | <input type="checkbox"/> Air leakage reduction (caulking, weatherstripping, thresholds, etc.) |  |
| <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, and rodent infestation |
| <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