



For Office Use Only

Date Received: _____

Staff Initials: _____

Intake No.: _____

NEIGHBORHOOD REVITALIZATION PROGRAM INTAKE FORM- A Brush With Kindness

Thank you for your interest in Habitat for Humanity of South Central New Jersey's A Brush with Kindness Program! Please read the following introduction to the program before proceeding.

About the Program- General:

- Habitat for Humanity of South Central New Jersey brings people together to build homes, communities, and hope.
- A Brush with Kindness is a subprogram of Neighborhood Revitalization. The ultimate goal of Neighborhood Revitalization is to improve the quality of life in neighborhoods. Through partnership with homeowners, volunteers, and community organizations, we revitalize the appearance of neighborhoods, strengthen personal connections within the community, and keep homeowners in their homes – making neighborhoods stronger, more resilient, and more sustainable.
- Our current Neighborhood Revitalization Program has 4 subprograms: **A Brush With Kindness, Home Preservation, Critical Home Repair, and Aging in Place.**
 - **Please note:** This application is for A Brush With Kindness and thus the qualifications only apply for this subprogram. If interested in any of the other three subprograms, please contact us for information.

What is A Brush With Kindness?

- **Repairs:** Minor, exterior repairs only.
- **Budget:** Projects total value must not exceed \$1,000.
- **Homeowner Cost:** A Brush with Kindness is provided free of charge.

How it Works:

- **Phase 1: Intake Form:**
 - Read program eligibility requirements on this packet. If you feel you may qualify, complete the intake form and submit in one of the following ways:
 - **Mail** to Attn: Laura Van Booven, 530 Route 38 East, Maple Shade, NJ 08052
 - **Email** to repairs@habitatscnj.org.
 - **Fax** to (856) 439-6437
- **Phase 2: Application/Verification Documents:**
 - After review of the Intake Form, if homeowner meets basic eligibility requirements (see below) they will continue to the application phase where documents will be requested to officially determine eligibility. Homeowner will also submit additional documents such as the Willingness to Partner and Home Visit Acknowledgment form.
- **Phase 3: Home Visit:**
 - Once the application is approved, Habitat for Humanity will schedule a home assessment to determine whether the work is within our capabilities.
- **Phase 4: Work:**
 - Habitat for Humanity and homeowner will sign a Homeowner Agreement, which will include work to be done. Work is then performed by the homeowner (if able), Habitat staff, and volunteers.

A Brush With Kindness Program Eligibility

General

- **PLEASE NOTE:** If at any time during the application process your situation changes and you no longer meet program requirements, Habitat has the right to immediately disqualify you from the program.
- Must live in Burlington, Mercer, or Atlantic Counties.
- Must own home and live in it as your primary residence. Home cannot be an investment/rental property.
- Must have no intention to move or sell the home for at least 3 years.
- Homeowner name must be on all property and tax records. This is how ownership is verified.
- Homeowner must have up to date Homeowner's Insurance.
- **Background Check Policy:** All household members 18 and over must pass a background check prior to the next application phase. If background check is not passed, application is subject to denial.

Must exhibit a need for our services

- **Must have a gross household income that does not exceed the maximum income limits below**
 - Household income includes everyone 18 and over in the household.
 - **For A Brush with Kindness only-** Income is determined by calculating the average of individuals most recent 4 pay stubs or taking their most recent benefit letter (social security, disability, unemployment, etc). If individual does not have any income a notarized letter or bank statements will be requested.

Atlantic County 2022		Burlington County 2022		Mercer County 2022	
Household Size	Maximum Income	Household Size	Maximum Income	Household Size	Maximum Income
1	\$47,150	1	59,050	1	\$62,600
2	\$53,900	2	67,450	2	\$71,550
3	\$60,650	3	75,900	3	\$80,500
4	\$67,350	4	84,300	4	\$89,400
5	\$72,750	5	91,050	5	\$96,600
6	\$78,150	6	97,800	6	\$103,750
7	\$83,550	7	104,550	7	\$110,900
8	\$88,950	8	111,300	8	\$118,050

Must exhibit a willingness to partner

- Homeowner's are expected to help with the success of the project, which includes the following:
 - Must meet all deadlines during the application process.
 - Must be available for a home assessment.
 - Must assist with the work if able.

Intake Form

A Brush with Kindness

ALL SECTIONS OF THIS FORM MUST BE FILLED OUT

Property Information

Property Address _____ Apt/Lot No. _____ City _____ State _____ Zip Code _____

Year House Built _____ Number of Years at Address _____

Household Information

<p>Homeowner Information:</p> <p>First Name: _____</p> <p>Last Name: _____</p> <p>Maiden or Other Name: _____</p> <p>Birth Date: _____</p> <p>Cell Phone Number: _____</p> <p>Home Phone/Other: _____</p> <p>Email: _____</p>	<p>Co-Homeowner Information:</p> <p>First Name: _____</p> <p>Last Name: _____</p> <p>Maiden or Other Name: _____</p> <p>Birth Date: _____</p> <p>Cell Phone Number: _____</p> <p>Home Phone/Other: _____</p> <p>Email: _____</p>
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List the names, ages, and relationship to homeowner of all people living in the home:

Name	Date of Birth	Relationship to Homeowner

Is anyone in your household a veteran?* Yes No

Name: _____

*If deceased, please write relationship to homeowner: _____

Is anyone in your household actively serving in the military? Yes No

Name: _____

Race and Ethnicity

The following information concerning race and ethnicity is requested for statistical and reporting purposes only and has no bearing on the approval of this application

Homeowner Name	Co-Homeowner Name
Ethnicity (select one) <input type="checkbox"/> Hispanic or Latino (please select one below) <ul style="list-style-type: none"> <input type="checkbox"/> Mexican <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Cuban <input type="checkbox"/> Other Hispanic or Latino _____ <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Don't know/Don't wish to provide this information	Ethnicity (select one) <input type="checkbox"/> Hispanic or Latino (please select one below) <ul style="list-style-type: none"> <input type="checkbox"/> Mexican <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Cuban <input type="checkbox"/> Other Hispanic or Latino _____ <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Don't know/Don't wish to provide this information
Race/National Origin (check all that apply): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <ul style="list-style-type: none"> <input type="checkbox"/> Asian Indian <ul style="list-style-type: none"> <input type="radio"/> Chinese <input type="radio"/> Filipino <input type="radio"/> Japanese <input type="radio"/> Korean <input type="radio"/> Vietnamese <input type="radio"/> Other Asian _____ <input type="checkbox"/> Black or African-American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Native Hawaiian <ul style="list-style-type: none"> <input type="checkbox"/> Guamanian or Chamorro <ul style="list-style-type: none"> <input type="radio"/> Samoan <input type="radio"/> Other Pacific Islander _____ <input type="checkbox"/> White <input type="checkbox"/> Don't know/Don't wish to provide this information	Race/National Origin (check all that apply): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <ul style="list-style-type: none"> <input type="checkbox"/> Asian Indian <ul style="list-style-type: none"> <input type="radio"/> Chinese <input type="radio"/> Filipino <input type="radio"/> Japanese <input type="radio"/> Korean <input type="radio"/> Vietnamese <input type="radio"/> Other Asian _____ <input type="checkbox"/> Black or African-American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Native Hawaiian <ul style="list-style-type: none"> <input type="checkbox"/> Guamanian or Chamorro <ul style="list-style-type: none"> <input type="radio"/> Samoan <input type="radio"/> Other Pacific Islander _____ <input type="checkbox"/> White <input type="checkbox"/> Don't know/Don't wish to provide this information

General Program Eligibility

	Yes	No
Has your property been cited for any municipal code violations in the past 12 months? If yes, please attach an explanation on a separate piece of paper.		
Do you own your home and live in it as your primary residence?		
Is your home an investment/rental property		
Do you need approval from a Homeowners' Association, Historical Preservation Society or any other entity to perform work?		
Are you current on your mortgage? If it is paid off please let us know.		
Are you current on your property tax payments?		
Are you current on your homeowner's insurance payments?		

Continued – Income

Please estimate your gross (before taxes) household income by completing the following information for **all household members aged 18 and over**.

Examples of income: Full time employment, Part time employment, Social Security, SSI, Unemployment Benefits, Veterans Benefits, Disability Benefits, Child Support, Retirement/Pension, Workers Compensation

First and Last Name	Income Type	Frequency (weekly, monthly, yearly)	Projected Gross Past Year	Projected Gross Current Year

Needed Repairs

Circle and describe all repairs you would like to be considered for in the table below.

Please keep in mind that for this specific subprogram, repairs must not exceed \$1,000. Due to this, all selected items may not qualify. Work ability depends on current program standards, grants, and other factors. The final decision on what work can be done will be made at the discretion of staff.

- Minor carpentry repairs (railing replacement, porch/deck board repairs, steps, storm doors (entry doors are not included in this program)).
- Minor painting (full house painting is not included in this program).
- Pressure washing
- General yard cleaning (trash removal, cleaning of exterior).
- Landscaping (cutting down brush, cutting back shrubbery, planting flowers and bushes).

Other: Please list any other minor exterior repair needs here:

Required Documents

- Up to date Homeowner's Insurance Declaration's Page
- Everyone 18 and over
 - Valid ID
 - Income Verification:
 - If employed: Last 4 most recent pay stubs
 - If not employed
 - Benefit letter (social security, disability, pension, etc.)
 - If not employed and no income
 - Last 3 consecutive bank statements OR notarized letter stating receiving no income.

Please note: Once the Intake Form and any documents are received, Habitat will then request additional documents including the background check forms. Habitat reserves the right to request additional supporting documents to verify eligibility for all programs.

Marketing & Communication

How did you hear about our program(s)?

What is your preferred form of contact to receive updates regarding your application status (you can select more than one)?

- Phone
- Email
- Mail

How do you prefer to receive requests for information/documents (you can select more than one)?

- Email
- Mail
- Fax

Return this completed packet in one of the following ways

1. Mail:

Habitat for Humanity, Attn: Laura Van Booven
530 Route 38 East
Maple Shade, NJ 08052

2. Email to repairs@habitatscnj.org

3. Fax to (856) 439-6437

Please note: So we can best assess your needs, please attach pictures of the requested repairs to this form