Baytown Habitat for Humanity®

Critical Repair Program Application

Program Overview The Baytown Habitat for Humanity Repair Program is designed to help homeowners remain safely housed by addressing small to moderate repair needs that impact health, safety, accessibility, and basic habitability. The Repair Program operates in compliance with Habitat for Humanity International guidelines, fair housing laws, and applicable funder requirements. This program is not an emergency repair service and does not include full home rehabilitation, reconstruction, or cosmetic-only improvements. Participation in the program does not create a guarantee of repair approval, completion, or continued assistance.

Types of Repairs Supported

Repairs are based on funding availability, property condition, and organizational capacity. Eligible projects may include:

- Health and safety repairs that reduce hazards
- Accessibility modifications, including ramp construction
- Weatherization and basic energy-efficiency improvements
- Minor interior or exterior repairs addressing substandard conditions

Property Eligibility

Applicants must:

- Own and occupy the home as their primary residence
- Meet income guidelines (generally at or below 80% AMI)
- Be current on mortgage and property taxes or on an approved plan
- Demonstrate a need for improvements
- Be willing to partner with Habitat (see partnership options further down)

*Meeting eligibility criteria does not guarantee selection, as projects are approved based on funding availability, urgency of need, and program priorities.

Application and Selection Process

The Repair Program follows a structured review process:

1. Initial inquiry or intake
2. Completion of application and documentation
3. Income, ownership, and occupancy verification
4. Sex Offender Registry and Criminal Records Check
5. Home assessment to confirm need and feasibility
6. Internal review and selection
7. Written notification of approval, deferral, or denial

Applicants may be placed on a waitlist depending on funding and capacity.

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Applicant Information

Full Name: _____

Property Address: _____

Phone Number: _____

Email Address: _____

Is this the person we should contact: ☐ Yes ☐ No, contact person below

Full Name: _____

Phone Number: _____

Relation to homeowner: _____

Household Information

Total number of people in household: _____

Dependents under 18: _____

Adults over 65: _____

Household members with disabilities: _____

Veteran status (Yes/No): _____

Annual Household Income: _____

Critical Repair Need

Describe your repair needs. Please be as detailed as possible:

_____

_____

_____

_____

Property Details

Type of home: _____

Year built (if known): _____

Are there any foundation issues: _____

Are you aware of any of the following:

___ Asbestos ___ Lead Paint ___ Mold

___ Termites ___ Radon ___ Other Hazards

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Partnership Agreement

All repair recipients are required to partner with Baytown Habitat for Humanity.

Partnership may include:
• Sweat equity hours on the repair project by homeowner, friends, or family
• Alternative contributions approved by staff when physical or medical limitations exist Partnership requirements are scaled based on project scope and homeowner capacity.

Homeowners are responsible for:
• Ensuring all designated work areas are reasonably safe, accessible, and free of obstruction
• Removing furniture, personal belongings, and household contents from all work areas prior to the start of repairs
• Maintaining clear access to work areas for the duration of the project

Scheduling and External Factors

Repair timelines and completion are subject to factors beyond the organization's control, including but not limited to weather conditions, material availability, permitting delays, volunteer capacity, and safety considerations. Baytown Habitat for Humanity does not guarantee project timelines or completion dates.

Program Limitations and Risk Management

Baytown Habitat for Humanity reserves the right to refuse, approve, modify, pause, or discontinue repair projects at any time, whether prior to the start of work or after work has commenced, when any of the following conditions apply:
• A home is structurally unsound, condemned, or unsafe to repair
• Repairs exceed available funding or program scope • A home cannot be made safe without full reconstruction
• Eligibility or partnership requirements are not met
• Additional unsafe, hazardous, environmental, or materially significant conditions are discovered that were not visible at the time of the initial assessment
• Volunteer, staff, funding, permitting, or safety considerations change

Baytown Habitat for Humanity reserves the right to revise the approved scope of work if conditions change or new information becomes available. Discontinuation of a repair project does not oblige Baytown Habitat for Humanity to restore the property to its prior condition or to complete unfinished work.
Baytown Habitat for Humanity does not assume responsibility for the movement, storage, damage, or loss of personal property. Failure to meet access, clearance, or safety requirements may result in project delay, modification, or cancellation.

Acknowledgment

I understand that approval is based on funding and capacity, project timelines are not guaranteed, and scope of work may change if conditions require.

Signature: _____ Date: _____