



New Jersey Association of REALTORS®
Housing Opportunity Foundation, Inc. &
Middlesex County Association of REALTORS®
Homeowner/Project Application

Realtors® Care Day is a program that arranges for volunteers to assist eligible homeowners with exterior home repairs, and adaptive and safety modifications for the elderly or disabled (the "Program"). All applicants must fill out an application form and provide required documentation by **June 28, 2013** to be considered for a repair project. (A list of all necessary documents is on Page 2.) Copies will be retained in our office. Failure to provide the necessary documentation will eliminate your application from consideration. If your house is selected for the project, there is no charge for work completed. **Both pages of this document must be completed.**

Name of homeowner(s): _____

Address, City, State Zip: _____

Mailing Address (if different from property address): _____

Home Phone: _____ Cell Phone: _____ Email: _____

What is your preferred method of contact? Home Phone Cell Phone Email

List names and ages of residents in house: _____

Is homeowner or other residents in the house disabled? Yes No

If yes, please list special needs: _____

Please review the following, complete the requested information and sign to indicate your acceptance:

- ✓ *I, or a person appointed by me, will be home on the selected project date while repairs are being done.*
- ✓ *I confirm that any able residents of the home will assist volunteers in working on the project.*
- ✓ *I certify that all information included on this form is true and correct.*
- ✓ *I own and live in the property at the address given and have homeowner's insurance.*
- ✓ *I intend to remain in my home for at least one year, barring illness or death.*
- ✓ *I am not in financial trouble or at risk of losing my home.*
- ✓ *The combined annual income of residents (homeowner(s) and any additional occupant(s) of the property), is as follows: (Please check one.)*

Less than \$20,000 \$20,001-\$30,000 \$30,001-\$40,000 \$40,001-\$50,000 \$50,001-\$60,000 \$60,001 or more

Are you employed? Yes No If yes, who is your employer? _____

Are you being recommended by a REALTOR® for this project? Yes No

If yes, what is your relationship? _____

Signature of homeowner: _____ Date: _____

(If there is more than one principal owner, all must sign this form)

If this form is prepared by someone other than the homeowner or if assistance is given to the homeowner, please complete the following: Is the homeowner aware of this application? _____

Name of person preparing or assisting with application: _____

Relation to homeowner: _____ Phone: _____



New Jersey Association of REALTORS®
Housing Opportunity Foundation, Inc. &
Middlesex County Association of REALTORS®

Homeowner/Project Application
(Continued)

List the four most important exterior home repairs you need:

(For example: doors, fence repair, gutters, painting, porch/patio, ramp, roof repair, steps, yard work, etc.)

1. _____
2. _____
3. _____
4. _____

Required documentation to be included with application:

- Proof of ownership: deed or mortgage
- Proof of residency: driver's license or acceptable identification card
- Proof of financial stability: statement of good standing from lender or copy of current mortgage statement showing no past due amount
- Proof of insurance: copy of current homeowner's insurance policy
- Proof of household income: latest federal and state tax return, three recent paycheck stubs or current Social Security statement, if applicable

RULES

**To participate, mail, email or fax completed application with documentation to
Middlesex County Association of REALTORS®
c/o REALTORS® Care Day**

Mail: 779 Gornik Drive, Perth Amboy, NJ 08861
Email: nicole@middlesexrealtor.com
Fax: (732) 442-7323

1. Middlesex County Association of REALTORS® ("MCAR") and the New Jersey Association of REALTORS® Housing Opportunity Foundation, Inc. ("NJARHOF") will review your application. If MCAR and NJARHOF agree that the application meets the stated requirements pursuant to the criteria set forth below, you will be contacted for a personal interview and evaluation of the requested repairs. After all applications have been received and considered, you will be notified whether you will be a recipient of 2013 Realtors® Care Day repairs. If you have questions about the application or process, please email the foundation staff at nicole@middlesexrealtor.com or call (732) 442-3400.

2. MCAR and NJARHOF will be accepting applications from **May 20, 2013** through **June 28, 2013**. Applications sent by email and fax must be received by MCAR and NJARHOF no later than **5:00 pm on June 28, 2013**. Applications sent by US mail must be postmarked no later than **June 28, 2013**.

3. Applications will be reviewed by MCAR. MCAR will review applications between **June 28, 2013** and **August 9, 2013** to determine eligibility. Applicants who submit incomplete applications, or who do not meet the criteria set forth below, will be eliminated from the Program, and will not receive repairs. To be eligible, an applicant must satisfy each of the following criteria:

- Applicant must have owned the house to be repaired for at least one year prior **to June 28, 2013.**
- The house to be repaired must be a single-story home, must be located in Middlesex County and must be the primary residence of the Applicant (Mobile homes are not eligible).
- The Applicant must specify the repairs to be done. The repairs must be suitable for volunteers and must not require more than one days' work.
- Applicant must represent that the applicant does not intend to sell the Applicant's house after the work has been completed and that repairs are not being done for the purpose of selling the Applicant's house
- The Applicant must represent that the Applicant is not in financial trouble or is at risk of losing the applicant's house through foreclosure
- The Applicant must, if the Applicant's house is selected for repairs, sign waiver/ releases of liability releasing MCAR, NJARHOF, and any of their volunteers, from liability.
- The Applicant must provide proof of homeowner's insurance.
- The Applicant must have a household income no more than 80 percent of the national median income (\$50,502)
- The Applicant must provide all documentation requested by the Application.
- The Applicant cannot be a member of MCAR, NJARHOF or the New Jersey Association of Realtors® (NJAR®), or an employee, representative, agent or family member of a member of MCAR, NJARHOF or NJAR®.
- The Applicant must be available for a an interview upon request of MCAR or NJARHOF.

4. After determining eligibility, MCAR and NJARHOF will select the Applicants who will receive repairs from among the eligible Applicants. Selection will occur on or about **August 9, 2013.** MCAR and NJARHOF will select those eligible Applicants whose houses require repairs that are, in the sole discretion of MCAR and NJARHOF, best suited to the Program. The criteria use to evaluate the suitability of the repairs for the Program will be (1) the extent to which the repairs may be completed in one day and the (2) ability of volunteer workers to complete the repairs successfully. Applicants must also be present at their homes when any repairs are performed.

5. By participating, all Applicants acknowledge and agree that they have applied to the Program of their own free will, that the full rules and details of the Program have been made available to them in writing and that they therefore understand and agree that neither the MCAR, NJARHOF or NJAR®, their members, agents, affiliates, sponsors, representatives or employees have any liability with respect to any damages out of acceptance or performance of repairs on Applicant's house. By submitting an Application, Applicants agree to be bound by these rules.

For office use only:

Date rcvd: _____	HO verified: <input type="checkbox"/> yes <input type="checkbox"/> no	County: _____	All docs rcvd: <input type="checkbox"/> yes <input type="checkbox"/> no
------------------	---	---------------	---

**New Jersey Association of REALTORS®
Housing Opportunity Foundation, Inc.
& Middlesex County Association of REALTORS®**

Homeowner Criteria

Realtors® Care Day is designed to assist homeowners with exterior home repairs, and adaptive and safety modifications for the elderly or disabled. All applicants must fill out an application form and have all required documentation to be considered for a repair project.

Requirements

Required Attachment (if indicated)

Homeowner must have owned the house for at least one year prior to repair.	Deed or mortgage statement
Homeowner must live in the house.	Driver's license or acceptable identification card
Homeowner must represent that he or she does not intend to sell the house after the work has been completed. Repairs are not being done for the purpose of selling the house.	The foundation reserves the right to verify intent
Homeowner cannot be in financial trouble and/or at risk of losing the home.	Statement of good standing from lender or current mortgage statement indicating no past due amount
Homeowner must be willing to sign a release/agreement form.	
Homeowner must demonstrate that he or she has adequate homeowner's insurance	Copy of current homeowner's insurance policy
Homeowner's combined household income can be up to 80 percent of the median income.	Latest federal and state tax returns, and three recent paycheck stubs or current Social Security statement, if applicable
House must be in need of exterior work. (No interior repairs will be done.)	
House must be a single-story home. Mobile homes are not eligible.	
Any repairs or projects must be able to be accomplished in one day.	
House must be located in Middlesex County, New Jersey.	