

Instructions for Submitting Home Repair Application

Important! If you are completing the **Home Repairs** application on-line, or returning it via regular mail, please review the following instructions, and return all the **required documentation** listed below:

- **Completed Original Application**—Please make sure you fill out **all** applicable sections, front and back of each page of the application. **All** homeowners listed on the Title and all married couples must apply together.
- We cannot accept faxed applications.
- Incomplete applications cannot be processed.
- **Copy of Income Documentation** for the **entire household**—Appropriate documentation includes Social Security letter, pay-stubs, or tax returns. **We do not accept bank statements as documentation for income.** Everyone who lives in the home and receives income must provide income documentation.
- Copy of your proof of current property taxes, homeowners insurance, and mortgage.
- Copy of Government issued ID's for each member of the household age 16 and older.
- Copy of DD214 or Military ID Card.
- Copies of monthly bills, loans, and financial obligations that you pay monthly.
- Please note that we need **all the documentation and completed application** in order to move forward with your application.
- Please do not turn in originals of the documentation. **We only require copies.**
- **Please be sure to check the postage requirements to send your package.**

If you are mailing your application, please send or bring to our office:

Habitat for Humanity MetroWest/Greater Worcester
Attn: Tanya Clark
640 Lincoln Street, Suite 100, Worcester, MA 01605

We hope we will be able to help you through our Home Repairs program. Thank you!

