



Dear Applicant:

The purpose of the City of Renton Housing Repair Assistance Program (HRAP) is to rehabilitate and maintain eligible Renton resident's homes in a manner that supports the health and safety of the occupants. There is no cost to eligible City homeowners. To be eligible you must:

- 1) Live in and own your home within the Renton City limits for at least 12 months.
- 2) Have a total income not greater than:

Family Size	Maximum Annual Income	Family Size	Maximum Annual Income
1 person	\$48,550	5 members	\$74,850
2 members	\$55,450	6 members	\$80,400
3 members	\$62,400	7 members	\$85,950
4 members	\$69,300	8 members	\$91,500

- 3) Complete the application.

The enclosed brochure outlines what services the program does and does not provide. Staff determines what repairs will be done; it is based on need and availability of resources.

If you have questions about the program or want additional information, please call 425-430-6600, email humanservices@rentonwa.gov, or visit the web site at <http://humanservices.rentonwa.gov>.

Sincerely,

Mark Baldrige
Housing Repair Coordinator

Enclosure: HRAP Application
Postage Paid Return Envelope
HRAP Brochure

FREQUENTLY ASKED QUESTIONS

1. How long does it take to approve an application for eligibility into the program?

Our goal is to have your eligibility evaluated within two weeks after completed application and all supporting documents are received in our office. You will be notified if you are accepted into the program.

2. What is the first step after being approved?

- The first service will be a home assessment by our service technician that will evaluate the overall condition, as well as how healthy the home is for the occupants. An assessment will take between two to three hours and you must be home when we visit. Our goal is to perform assessments within two weeks of approval and program acceptance. An assessment is required before receiving services.
- After your home assessment has been reviewed in our office by the Housing Repair Coordinator we will inform you what services will be provided and will call you to make an appointment to schedule them.

3. How long does my eligibility last when I am accepted into the program?

You must recertify eligibility once every 12 months. The recertification process and paperwork is the same as the initial application.

4. Are mobile homes eligible for the same work as single family homes?

No. The program does not serve mobile homes older than 1977.

5. If I apply and am turned down because my income is too high, can I reapply if my income changes?

- If a household is deemed ineligible for services and if the family's income or family size changes you may reapply due to the extenuating circumstances.
- Maximum expenditure is \$2,000 and there must be a health or safety need that requires immediate attention.

6. Does the Housing Repair Assistance Program perform services for people who rent their homes?

No, the program does not offer services for homes that are not owner occupied. Repair and maintenance of rental properties are the responsibility of the property owner.

7. I rent out part of my house to a tenant. Are they listed on the application?

No. A tenant is not considered a member of the household. The income you receive from the tenant is considered part of your income and is reported on line 17 of your 1040 tax return.

8. If I live outside of the City of Renton but have a Renton address, does the City of Renton Housing Repair Program Assistance Program cover me?

- No. Our program only provides services to residents within the Renton City limits. To verify if you are in the City limits go to www.nwmaps.net.
- If you are outside the city limits, call King County Housing Repair at 206-263-9095 to check your eligibility for their programs.

9. Does the Housing Repair Assistance Program perform repairs on homes that are being prepared for sale or have been recently purchased?

- No. Services are not available for homes that are, or will be for sale in the next 12 months.
- Services are not available to homeowners until they have been owner occupants for at least 12 months.

10. Does the Housing Repair Assistance Program paint inside or outside of homes?

- No. Painting is not covered under the program's guidelines.
- HRAP will supply paint for any church group, service organization, or neighborhood organization officially recognized by the City of Renton Neighborhood Program so that they may paint a house in their parish or neighborhood.
- For information on the Renton Neighborhood Program call the City of Renton's Neighborhood Coordinator at 425-430-6595.

11. What are the cost guidelines of the program?

- The Housing Repair Assistance Program is a minor home repair program which has a maximum yearly limit based upon the amount of qualifying income at the time of acceptance into the program.
- When a maximum yearly limit is reached, clients receive a letter notifying them that the yearly limit has been reached and they will no longer be eligible for services until the next calendar year. If the total cost of an eligible service exceeds the City's maximum yearly limit, the homeowner client has the option of paying the additional costs over the maximum yearly allowance in order to have the repairs performed.
- There is a \$10,000 lifetime limit per residence.

12. When is a person considered disabled?

- The definition of a disability from the US Census says people are disabled who:
 - Use a wheelchair or have used another special aid for six months or longer;
 - Are unable to perform one or more functional activities: seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs, walking or needing assistance with activities of daily living (getting around inside the home, getting in or out of bed or a chair, dressing, bathing, eating, and using the toilet) or instrumental activities of daily living (going outside the home, keeping track of money and bills, preparing meals, doing light housework and using the telephone);
 - Are prevented from working at a job or doing housework;
 - Have a selected condition including autism, cerebral palsy, Alzheimer's disease, senility or dementia, or mental retardation, or
 - Are under age 65 years of age and are covered by Medicare or receive Social Security Income (SSI) benefits.

CITY OF RENTON HOUSING REPAIR ASSISTANCE PROGRAM APPLICATION

Mail Application to:
 City of Renton Human Services
 1055 South Grady Way
 Renton, WA 98057

For assistance:
 Phone: 425-430-6600
 Email: humanservices@rentonwa.gov
 Fax: 425-430-6603

Household Information

Residence must be within **Renton City limits**

Street Address	Unit #	Zip Code 9805__ Renton or <input type="checkbox"/> 98178 (check if a Seattle mailing address) (fill in last digit)
Daytime Phone	Home Phone	Other
Please check the type of your home: <input type="checkbox"/> Single-family <input type="checkbox"/> Condominium/Townhouse <input type="checkbox"/> Manufactured Home		Month/Year Purchased

Residents Information

List all occupants living at this address (including yourself)

Last Name	First Name	Birth Date
Applicant:		
Additional Residents:		
1)		
2)		
3)		
4)		
5)		
6)		

Applicant is: Male Female

What is your culture/ethnicity? _____

<p>Are you, the applicant, disabled? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is any other resident at this address disabled? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Statement of Application Accuracy

Statement of application completion and accuracy gives protection and exemption of the City from claims; warranty/guarantee limitations; permission for photos and Utility Division access to financial information for application to Reduced Utility Rebate and Reduced Rate Programs.

I declare:

I have examined this statement and to the best of my knowledge and belief, this information is true, accurate, and complete. I agree that if any of the information that I have provided is untrue, inaccurate, or incomplete, all expenses and liabilities will be solely my own with no expenses or liabilities held against the City of Renton.

I have requested the repairs and services from the City of Renton and hereby protect and hold the City of Renton harmless from all claims, demands, and causes of action of any kind or character due to the repairs and services performed on or in my home and property. Warranties and guarantees, if any, are limited to those offered by the manufacturer of products installed at the property or by the contractor when a contractor has been retained by the City to perform specified repairs on behalf of the homeowner. The City's responsibility is limited to making payment on the behalf of the homeowner.

I hereby give my permission to the City of Renton and the Human Services Division to take photos of my home or property, which might include me, my spouse, child (children) or other household members, for possible use in publications promoting City of Renton programs or activities. I also give my permission to have my pertinent financial information given to the City of Renton Utility Accounts Division to be considered for the Reduced Utility Rate and the Utility Tax Rebate programs.

I understand that I am applying to the City of Renton Housing Repair Assistance Program for services to address needs in my home. I certify that I have owned and lived in this home for at least 12 months and have no intention to sell it within the next 12 months.

Date _____

Applicant Signature _____

Note: The City has found that most people want to communicate by email. We are also making an effort to go green and email is an effective way to save paper. If you provide us an email address, you will help us do that.

Email address: _____

IMPORTANT: Before mailing your application, please utilize this checklist to ensure that your application is complete. **This application will not be processed until ALL supporting documentation is received.**

<input type="checkbox"/>	A. Fill out completely and sign the application form.
<input type="checkbox"/>	B. Submit your most recent 1040 Federal Tax Return with your application for each occupant in your home. If you do not file for taxes, please complete the enclosed 1040 form as proof of income. If you need assistance in completing the form call 425-430-6600.
<input type="checkbox"/>	C. If your home is a mobile or manufactured home, submit a copy of your Washington State Vehicle Certificate of Ownership. Legal title of your home is required for program eligibility. A vehicle registration form is not proof of ownership; please do not send this with your application. The program does not serve mobile homes older than 1977.