



Preliminary Intake Form

Instructions: Please complete this form, save it to your computer, and email the form to hrintake@projecthomes.org or fax it to: 804-525-7665. *Please note: This form is not an application; you will need to complete a separate application once you reach the top of the waiting list.*

Important: Any repairs to a property will be determined by the amount of funding available at the time of your application. It is possible that a home may require an amount of work beyond the scope of our programs. **Homes that have fallen too far into disrepair may be declined from our programs.**

Except for the Wheelchair Ramp program, all applicants must be at or below 80% of the area median income. Income and assets will be verified before a home repair contract is issued. The **total household** income is based on the number of people living in the home, and *cannot* exceed the following:

Number of Persons in Household	Maximum Income*
1	\$50,400
2	\$57,600
3	\$64,800
4	\$72,000
5	\$77,800
6	\$83,550
7	\$89,550
8	\$95,050

*FY 2021 HUD Income Limits (Richmond MSA) effective 04/01/2021

Please complete the following information to the best of your ability:

Part I:

Full Name of Applicant: (1st) _____ DOB: _____

Full Name of Applicant: (2st) _____ DOB: _____

Address: _____

Locale: _____ Is property: Rental Mobile Home

List all names on deed to home: _____

Contact phone numbers: *Primary*: _____

Secondary: _____

If phone number is for contact other than homeowner, list contact's name and relationship to homeowner:

E-mail address: _____

Part II: Homeowner Details

Total Household Size: _____

Is Homeowner(s) or other household member a Veteran? Yes: No:

Is Homeowner(s) or other household member Disabled? Yes: No:

Lead Paint Program: Was home built before 1978? Yes: No: Don't Know

Is there a child under the age of 6 that spends time in the home? Yes No

Pregnant woman living in your home? Yes No

Total Household Income (please indicate monthly or annual): _____



Part III: Homeowner Needs

Yes	No	Repairs Needed	Please provide additional information/Explanation
		Accessibility: Exterior Railings (please indicate material: iron, wood, etc.)	
		Accessibility: Interior Grab Bar	
		Accessibility: Walk-in bathtub/shower	
		Accessibility: Wheelchair Ramp	
		Chimney Repair	
		Code Enforcement Issue (Please attach citation)	
		Door locks (repairing/replacing locks)	
		Electrical Systems	
		Exterior and Storm Doors	
		Flooring Repair	
		Foundation Repair (Minor)	
		Gutters	
		Heating Systems (please contact the Energy Conservation department prior to requesting repairs here: 804-612-3360)	
		Keep RVA Cool (AC window Unit)	
		Keep RVA Warm (Space Heater)	
		Plumbing	
		Porch Repair (excluding railings)	
		Roof Repair	
		Siding/Exterior Trim	
		Windows (cracks in glass, broken glass, or unable to open window only).	
		Yard Work (when posing a health/safety threat or when client has been cited by city/county)	
		Miscellaneous/Other:	

Note: Ineligible activities consist of any unnecessary physical improvements, any repairs of a cosmetic nature, repairs to sheds, and repairs to garages or any structure not attached to the living unit.

What happens after you submit this form?

Once the form has been emailed to hrintake@projecthomes.org or faxed to (804) 525-7665, you will receive an emailed confirmation of your request. This confirmation will indicate which programs you have been added to, and an estimated wait time for each program. *Please allow two business days before calling to check the status of your submission.*

