



### Preliminary Intake Form

**Instructions:** Please complete this form, save it to your computer, and email the form to [hrintake@projecthomes.org](mailto: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: (1<sup>st</sup>) \_\_\_\_\_ DOB: \_\_\_\_\_

Full Name of Applicant: (2<sup>st</sup>) \_\_\_\_\_ 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](mailto: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.*

