



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

Realtors® Care Day is a program that arranges for volunteers to assist eligible homeowners with minor 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 May 16, 2014 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. **NOTE:** Your application, including your financial information, which will remain confidential, will be retained in our office for a total of four (4) months following RCD. If you have not requested a return of your application and financial information by the end of the four (4) month period, all documents will be destroyed.

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: _____

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
NCJAR c/o REALTORS® Care Day**

Mail: 910 Mount Kemble Avenue, Morristown, New Jersey 07960

Email: mary@northcentralnj.com

Fax: (973) 425-2590

1. North Central Jersey Association of REALTORS® ("NCJAR") and the New Jersey Association of REALTORS® Housing Opportunity Foundation, Inc. ("NJARHOF") will review your application. If NCJAR 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 2014 Realtors® Care Day repairs. If you have questions about the application or process, please email the foundation staff at mary@northcentralnj.com or call (973) 425-0110.
2. NCJAR and NJARHOF will be accepting applications from February 18, 2014 through

May 16, 2014. Applications sent by email and fax must be received by NCJAR and NJARHOF no later than 4:30 pm on May 16, 2014. Applications sent by US mail must be postmarked no later than May 16, 2014.

3. Applications will be reviewed by NCJAR and NJARHOF. NCJAR and NJARHOF will review applications between May 19, 2014 and June 6, 2014 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 May 16, 2014.
- The house to be repaired must be a single-story home, must be located in Northern Jersey (Morris, Union, Essex, Somerset & Sussex) 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 NCJAR, 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 NCJAR, NJARHOF or the New Jersey Association of Realtors® (NJAR®), or an employee, representative, agent or family member of a member of NCJAR, NJARHOF or NJAR®.
- The Applicant must be available for a an interview upon request of NCJAR or NJARHOF.

4. After determining eligibility, NCJAR and NJARHOF will select the Applicants who will receive repairs from among the eligible Applicants. Selection will occur on or about June 13, 2014. NCJAR and NJARHOF will select those eligible Applicants whose houses require repairs that are, in the sole discretion of NCJAR 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 NCJAR, NJARHOF or the New Jersey Association of Realtors®, 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
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New Jersey Association of REALTORS® Housing Opportunity Foundation, Inc. & North Central Jersey Association of REALTORS®
2014 HOMEOWNER RELEASE/AGREEMENT FORM

This agreement and release is entered into by and between the New Jersey Association of REALTORS® Housing Opportunity Foundation, Inc. (“the Foundation”) and North Central Jersey Association of REALTORS® (“NCJAR”)® and _____ (“Homeowner(s)”).

In consideration that some repairs might be done at _____ (“the Home”), Homeowner(s), the undersigned, hereby give permission to the Foundation/NCJAR to enter the Home at the said address on the designated Realtors® Care Day (“Project Day”), set to take place September 19, 2013, to carry out the above mentioned repairs in order to perform certain repair and refurbishing work.

Homeowner(s) understand and affirm the following:

1. Homeowner(s) will not be charged for the work performed on the Home. _____(initials)
2. Homeowner(s) intend to remain in the Home, barring catastrophic illness or death, for a minimum of one year after repair work is completed. _____(initials)
3. Homeowner(s) will be responsible for reimbursing the cost of supplies to the Foundation/NCJAR if Homeowner(s) sells, rents or accepts a contract for sale of the Home within one year after work is completed by the Foundation, except in the case of catastrophic illness or death. _____(initials)
4. The labor will be performed by skilled and unskilled volunteers. _____(initials)
5. None of the work done has a warrantee or guarantee. _____(initials)
6. The work to be done will be that which was previously discussed with Homeowner(s) by a representative of the Foundation/NCJAR, and Homeowner(s) understand that there is no guarantee as to the amount of work that the Foundation/NCJAR might complete. _____(initials)
7. In consideration of the work to be performed free of charge by the volunteers organized by the Foundation/NCJAR for the benefit of the Homeowner(s) and Home, and in light of the aims and purposes of the community service provided by the Foundation/NCJAR in organizing this home repair and renovation program, Homeowner(s) agree to release and hold the Foundation/NCJAR, its officers and directors, employees, agents and volunteers harmless from any cause of action, claim or suit arising from work. _____(initials)
8. Homeowner(s) and any able-bodied residents will work with the volunteer group to make necessary repairs to the Home. _____(initials)
9. Homeowner(s) or another designated person will be at the Home on _____ (date) while repair work is being completed. _____(initials)
10. Homeowner(s) understand that no alcoholic beverages or illegal substances are to be consumed by anyone on site on Project Day. _____(initials)
11. Homeowner(s) do not object to a photographer taking photographs and/or video of the volunteers, Home or Homeowner(s) either before or while working at the Home. _____ (initials)
12. Homeowner(s) understand that if Homeowner(s) or any resident or visitor of/to the home disrupts the work of the volunteers during the workday, they will be asked to leave. If they do not comply, the Foundation/NCJAR will not perform or complete the repairs on the Home. _____(initials)
13. Homeowner(s) are aware that the Foundation/NCJAR might need to remove, discard or relocate objects on the exterior of the Home to complete repairs and enable the individual and/or residents to remain living in a safe, clean and healthy environment. _____(initials)



New Jersey Association of REALTORS® Housing Opportunity
Foundation, Inc. & North Central Jersey Association of REALTORS®
2014 HOMEOWNER RELEASE/AGREEMENT FORM
(Continued)

14. Homeowner(s) understand that if the volunteers are placed in an unsafe work environment, the Foundation/NCJAR will not perform or complete the repairs on the Home_____ (initials)
15. Homeowner(s) agree to allow the Foundation/NCJAR to check the validity of the personal information that Homeowner(s) have provided to the program, which is required to establish eligibility for this service. _____(initials)
16. Homeowner(s) certify that the total household income, including that of all residents in the Home, is _____, and Homeowner(s) have provided the Foundation/NCJAR with the appropriate documentation confirming this. _____ (initials)
17. Homeowner(s) understands that the New Jersey Association of REALTORS® and the Foundation/NCJAR will not assume responsibility for any increases in property tax rates resulting from the home improvements. _____ (initials)
18. Homeowner(s) acknowledge a thorough understanding of the abovementioned items and by my/our signatures here below do affirm the above. _____(initials)

Homeowner #1 signature

Homeowner #2 signature

Print name

Print name

Date

Date

Address City State ZIP

**(All homeowners must sign this document in order for it to be considered valid;
additionally, both pages 1 and 2 must be completed before the project can be undertaken.)**

Date received



REALTORS[®] Care Day[®] Homeowner Bio Sheet

This information must be completed as part of the application process. Please note that this information may be shared with project volunteers to help them better understand the family that they are assisting.

Homeowner Name and Address: _____

1. Are you or anyone living in your household, a veteran of military service? If so, what branch of the service? How many years did they serve?
2. What are some of the primary obstacles that prevent you from completing this work on your house (ex: health issues, financial constraints, etc.)?
3. How long have you lived in your house? How long has your family lived in this area? If you are new to the area, what brought you to live in the Charlotte region?
4. What does having a home mean to you? What does it mean to your family?
5. How did you become aware of the Realtors[®] Care Day project?
6. What message would you like to give to the volunteers working on your home?
7. Is there anything interesting or unusual that you would like the volunteers to know about you, your family or your house?