



Dear Lenexa Homeowner,

Thank you for your interest in the Minor Home Repair Program (MHRP). The city is pleased to be able to offer this program to qualifying residents. This is a grant program funded by the Community Development Block Grant program and is subject to the MHRP Administrative Policy. Please see below for qualifications and property owner responsibilities.

To be considered for the program applications and all necessary documentation must be submitted by October 10th, 2019.

Eligible Activities:

The MHRP shall consider the following exterior repairs:

- Exterior wood rot repair and exterior paint
- Window replacement
- Door repair and/or replacement
- Gutter repair and/or replacement
- Accessibility modifications (exterior only)

Repairs will be made to the structure of the home only, with the exception of some accessibility modifications. Driveway, fence or detached accessory structure repair/ replacement does not qualify under this program.

Your current total household income may not exceed the below limits.

Number of Persons	1	2	3	4	5	6	7
Max. Income	\$46,350	\$52,950	\$59,950	\$66,150	\$71,450	\$76,750	\$82,050

Program Requirements:

- Submit a completed application and all the necessary documents including proof of income of all household members, and notify the City if any of the provided information changes during the process.
- Provide access to the property for the contractor to conduct work.
- Provide access to the property for the City to conduct inspections.
- Provide continuous property insurance through the duration of program participation.
- Pay all real estate taxes which are due and owing and ensure that such taxes remain current throughout the current program year.
- Pay all mortgage payments which are due and owing and ensure that such payments remain current throughout the current program year.

- Comply with all applicable city and state laws regarding property maintenance.
- Property may not be located within a 100 year floodplain.
- Notify the City in writing if you are participating in any other assistance programs for home repairs.
- Assume full responsibility for assuring compliance with any applicable HOA restrictions.
- Have lived in the property for the previous 12 months.

In order to be considered for the program the following documents must be submitted no later than October 10th, 2019.

1. Completed Application
2. Proof of current income for all household members (last two months' worth)
3. Previous year's tax return (if you are self-employed a full copy of your schedule C is required)
4. Proof of homeowners insurance
5. Proof your mortgage is current, if applicable
6. Application Supplement Form

Application packet review will begin in October, we may request additional information from you after that time.

If you have additional questions regarding this program or the application, please contact **Angel Whitaker at (913) 477-7701.**

MINOR HOME REPAIR PROGRAM
APPLICATION FORM PY 2019

Date of Application: ___/___/___

GENERAL INFORMATION

Applicant Name: _____
 Last First Middle Initial

Date of Birth: ___/___/___

Spouse's Name: _____
 Last First Middle Initial

Property Address: _____

Telephone/Email Home: () ___ - ___ Cell: () ___ - ___ Email: _____

Do you own your home? Yes ___ No ___ (If the answer is "No", you are not eligible to apply)

Is this a single family or attached home? Free standing single family ___ Attached Home ___

What year was your home built: _____

Have you received Minor Home Repair services in the past? Yes ___ No ___ If so, what year? _____

Are you currently operating a business out of the home? Yes ___ No ___

Household Size: Total Persons Living in Home _____ Female Head of Household? Yes ___ No ___

A household is defined as all persons occupying the same housing unit, regardless of their relationship to each other. The occupants could consist of one family, two or more families living together, or any other group of related or unrelated persons who share living arrangements.

Please note: You must select at least one from the following list that best describes your household racial characteristics. This information will be used for HUD reporting purposes.

One Race Household:

 White _____

 Black/African American _____

 Asian _____

 American Indian/Alaskan Native _____

 Native Hawaiian/Other Pacific Islander _____

Multi-racial Household:

 American Indian/Alaskan Native & White _____

 Asian & White _____

 Black/African American & White _____

 American Indian/Alaskan Native & Black/African American _____

 Other Multi-Racial _____

Are you also Hispanic? Yes ___ No ___

Is any member of your household currently working for the City of Lenexa? Yes _____ No _____

Is any member of your household a relative of a City of Lenexa employee?

Yes _____ No _____

Is any member of the household disabled? Yes _____ No _____

Please review the property owner responsibilities of this program below, and initial beside each.

____ Submit a completed application and all the necessary documents including proof of income of all household members, and notify the City if any of the provided information changes during the process.

____ Provide access to the property for the contractor to conduct work.

____ Provide access to the property for the City to conduct inspections.

____ Provide continuous property insurance through the duration of program participation.

____ Pay all real estate taxes which are due and owing and ensure that such taxes remain current throughout the current program year.

____ Pay all mortgage payments which are due and owing and ensure that such payments remain current throughout the current program year.

____ Comply with all applicable city and state laws regarding property maintenance.

____ Notify the City in writing if you are participating in any other assistance programs for home repairs.

____ Assume full responsibility for assuring compliance with any applicable HOA restrictions.

INCOME INFORMATION (Attach more paper if necessary)

Please list all members of the household below. If they are over the age of 18, please list all monthly income sources. Proof of the income is required.

Household Members	Monthly Income										
	Name	Age	Full Time Student?	Social Security	Disability	Employment	Pension	Child Support	Unemployment	Other	Other
Person #1				\$	\$	\$	\$	\$	\$	\$	\$
Person #2				\$	\$	\$	\$	\$	\$	\$	\$
Person #3				\$	\$	\$	\$	\$	\$	\$	\$
Person #4				\$	\$	\$	\$	\$	\$	\$	\$
Person #5				\$	\$	\$	\$	\$	\$	\$	\$
Person #6				\$	\$	\$	\$	\$	\$	\$	\$
Person #7				\$	\$	\$	\$	\$	\$	\$	\$
Subtotals				\$	\$	\$	\$	\$	\$	\$	\$

Total Annual Household Income (add all the subtotals above together): \$ _____

Required Documentation:

Verification papers are required for all forms of household income including:

- Proof of employment and/or income
- IRS tax form submitted for prior year
- Award letters for social security, supplemental security income (SSI), aid to families with dependent children (AFDC)
- Pension
- Unemployment insurance, disability or workmen's compensation
- Child support
- Other income

Indicate below any changes in income since your last tax filing, if relevant.



TYPE OF HOUSE REPAIRS REQUESTED (All repairs must be exterior)

Please select the repairs below that you believe your home needs:

- Exterior wood rot repair
- Exterior paint in an approved paint color
- Window repair and/or replacement
- Door repair and/or replacement
- Gutter repair and/or replacement
- Accessibility modifications (Please explain) _____
- Other exterior repairs

Please explain in detail the exterior work you feel that your home needs:

Note: All structures built before January 1, 1978 will be subject to HUD's lead-based paint regulations (24 CFR Part 35).

I hereby submit this application to the City of Lenexa, Kansas, for the Minor Home Repair Program. I further certify that all ownership, occupancy and income information provided is true and correct.

I understand that the employment and income information provided above is subject to verification by the City of Lenexa, Kansas. I agree to submit to the City, upon request, any additional documentation for employment and income verification.

I acknowledge that I have been provided a copy of the "Protect Your Family From Lead In Your Home" pamphlet as required by HUD.

I hereby grant permission to the City of Lenexa's Minor Home Repair Program supervisors, employees and contractors the City may use to enter the above mentioned premises to perform work under the Minor Home Repair Program.

I understand that if work is performed on my home thru this program the city will make the final determination of acceptance of work.

I, the undersigned, do hereby swear under penalty of perjury that all information contained on the application is true and correct to the best of my knowledge and belief.

Applicant Signature

Date: _____

Co-Applicant Signature

Date: _____

Lenexa is an equal opportunity community and does not discriminate against any individual based on race, color, creed, national origin, sex, ancestry, age, marital status or disability.

