

UNIT # _____



MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (N261)

TENANT APPLICATION AND INFORMATION

Community Action Agency (CAA/Administrator):

Questions should be directed to:

Name _____
Address _____
City/State/Zip _____

Intake Staff Name: _____
Intake Staff Phone: _____
Intake Staff Email: _____

Return completed and signed applications to the above-named CAA.

Date _____

Tenant Information:

Tenant Name
First MI Last
Mailing Address
Address
City State ZIP Code

Co-Tenant Name
First MI Last
Rent Amount
Bedrooms
Home Phone
Work Phone

Total number in house (including you) _____ [] No dependent children under six years of age reside in the home.

Table with 4 columns: Name(s) of dependent children, Birthdate, Ages, Blood Lead Levels VEHL ug/dl

Does your home serve as a child care location? Meaning, does a child other than your dependent, under six years of age spend at least three hours per day, on two separate days per week (at least 60 hours or more per year) in the home? [] Yes [] No

If yes, have any of the children who received services been determined to have lead poisoning? [] Yes [] No

Household Income and Assets:

Occupant must complete the section below to be enrolled into the program.

Tenant Employment:

Employer Name
Employer Address

Self-Employed: [] Yes [] No
Employer Phone
Position
No. of Years

Co-Tenant Employment:

Employer Name
Employer Address

Self-Employed: [] Yes [] No
Employer Phone
Position
No. of Years

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Co-Tenant Employment:

Self-Employed: Yes No

Employer Name _____

Employer Phone _____

Employer Address _____

Position _____

No. of Years _____

Gross Income (MaineHousing reserves the right to request and verify income documentation.)

GROSS AMOUNT	(a) TENANT	(b) CO-TENANT	(c) CO-TENANT
A. Wages (gross monthly) from Employment	_____	_____	_____
B. Additional Monthly Income From:			
1. Overtime	_____	_____	_____
2. Part-Time Employment	_____	_____	_____
3. Pensions	_____	_____	_____
4. Veteran's Administration Compensation	_____	_____	_____
5. Net Rental Income	_____	_____	_____
6. Self Employment	_____	_____	_____
7. Child Support	_____	_____	_____
8. Public Assistance (TANF/WIC/GA)	_____	_____	_____
9. Social Security Benefits	_____	_____	_____
10. Unemployment Compensation	_____	_____	_____
C. Other**	_____	_____	_____
D. Gross Monthly Income (Total A, B & C)	_____	_____	_____
E. Total (Line D Multiplied by 12)	_____	_____	_____
F. Gross Household Income (Total E(a)+E(b)+E(c):	_____		

** Includes bonuses, dividends, interest, royalties, alimony, sick pay, disability, retirement, income from trusts, income from business activities or investments.

IMPORTANT! READ THIS BEFORE SIGNING:

I certify that ALL the information I have provided on this form is **TRUE** and **CORRECT** and I acknowledge MaineHousing's right to verify.

Signature of Tenant

Date

Signature of Co-Tenant

Date

Office Use Only

The Gross Income as calculated pursuant to this Application: \$ _____

Maximum Eligible Income for this applicant is: \$ _____ Percentage of AMI: _____

Dated

Signed by CAA Representative

Name of CAA Representative

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MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM
TENANT APPLICATION AND INFORMATION FORM

This Applicant and Information Form describes program requirements and provides a list of things that you need to know, and need to do before making a commitment for a Maine Lead Paint Hazard Abatement ("Program") Program Grant from MaineHousing.

HOW THE PROGRAM WORKS:

MaineHousing's Program is administered by Community Action Agencies (CAA). The CAA will take your application, perform all necessary eligibility verifications, and inspect the work as it is being performed. After you have signed all necessary documents and if all guidelines are met, MaineHousing will fund your grant with funds being held on your behalf.

MaineHousing uses funds state funds to fund the Program.

TEMPORARY RELOCATION

- Landlords must advise tenants living in units that are enrolled into the Program that they will have to be relocated during the work. Landlords are strongly encouraged to seek vacant units for the temporary placement of families during the work. Tenants may be eligible for grants of up to \$1,250 to help with temporary relocation costs not to exceed ten days. It is the landlord's responsibility to have the rental units vacant and ready for contractor work prior to commencement of work.
- Tenants may have to move furniture and belongings out of work areas so that the contractor can perform the work. Tenants must find alternative housing for pets.

OTHER REQUIREMENTS

- During the work, the contractor will need to use water, electricity and other utilities. **The cost for the use of these utilities will be at the expense of the owner.**
- Site visits will be conducted by staff from the CAA and MaineHousing during the construction phase.

RETURNING HOME:

Tenants cannot return home until all of the interior work is completed and the dust wipe clearance test passes. There may be additional work that needs to be completed on the exterior of the home. This can be done safely while you or your tenants live in the home.

RESOLUTION OF DISPUTES: MaineHousing uses a standard procedure for resolving disputes among the owner, the contractor, and the CAA concerning the rehabilitation of a home. The CAA is initially responsible for resolving disputes. If a dispute arises concerning the provisions of the signed contract or the performance by the parties, contact your CAA immediately and describe your complaint. If your CAA is unable to informally resolve your dispute, your CAA will assist you through the following process.

- *Notice of Dispute.* Within five business days of becoming aware of a dispute that is not readily resolved, the CAA will send MaineHousing a notice of the dispute with a copy of any written correspondence from the complainant. The CAA will also send a copy of the notice of dispute to the complainant. If MaineHousing learns of the dispute first, MaineHousing shall, within three working days send the CAA a notice of dispute along with any correspondence from the complainant. For the most efficient process, contact your CAA first, not MaineHousing.
- *Informal Conference.* The CAA will set up an informal conference to be held within fifteen days from when the CAA becomes aware of the dispute. The CAA will notify all parties of the date, time and place of the informal conference giving reasonable consideration to the schedules of all parties and the severity of the dispute. If the informal conference produces a resolution to the dispute, the CAA will prepare a document signed by all parties involved in the dispute that plainly states the agreed upon resolution.
- *Binding Arbitration.* The lead hazard construction contract and/or the general construction contract between the contractor and you will contain a binding arbitration clause. If the informal conference does not produce a resolution, the CAA will issue a document stating that no resolution was reached and that the parties will participate in a binding arbitration proceeding to be held as soon as possible after the informal conference. Unless the CAA, owner, and contractor otherwise agree, the arbitration shall be conducted in accordance with the construction industry arbitration rules of the American Arbitration Association. The decision of the arbitrator will be final.

IF YOU DO NOT UNDERSTAND ALL OF THE INFORMATION CONTAINED IN THIS DOCUMENT, PLEASE CONTACT YOUR COMMUNITY ACTION AGENCY FOR CLARIFICATION BEFORE SIGNING.

I certify that I have read, understand, and agree to the responsibilities and information contained in this Applicant Information Form.

Tenant Signature: _____

Date: _____

Co-Tenant Signature: _____

Date: _____