



Date Received: _____
Initials: _____

Community Development Program Pre-Application Intake Form

Documentation Needed for Application

Government Issued Photo ID copy (applicant must have valid, current address listed)

Proof of Income for the last 12 months: ** Bank Statements ARE NOT accepted as income verification

- Most recent Pay Stub showing Year-To-Date Gross income combined w/ W2, 1099 or Tax Return for Prior Year for a complete 12 months of income.
- Disability Income Letter
- Social Security/ SSI Award Letter
- Pension Statement
- Alimony
- Unemployment Benefits
- Worker's Compensation
- Veteran's Benefits (DD214; Disability rating
- letter)
- Net rental Income
- TANF Work First Letter
- Minor Children Social Security Benefits Letter
- Notarized Statement of Income (if self-employed)
- Net Gambling/ Lottery Winnings
- Dividends, Interest Bond or Other Investments.

If anyone Age 18+ has no income in the last 12 months, a notarized Statement of Zero Income must be submitted
(template will be provided after application is submitted)

Proof of Ownership of Property

- Property Tax Bill, Deed OR Copy of Mobile Home Title to show ownership
- If a Life Estate, provide a copy of the recorded Deed
- If you are a renter, a Landlord/ Tenant Agreement will be provided after submission of application
- Proof that property taxes are current or provide a signed county payment plan if taxes are past due.

Proof of Energy Usage ** For Weatherization Assistance ONLY (You may need to contact your provider for this information.)

- Natural Gas or Electric bills for 12 months (must show amount, billing date, kilowatts, days in billing cycle)
- Oil, propane, kerosene, or wood receipts from the last 12 months

If applying for ESFR or URP, please include the following documents:

- Bank Statements (current 2 months)
- Marital Status Verification- Marriage Certificate, Divorce Decree, Death Certificate of Spouse

Please note that ESFR and URP are not available in every county. Please visit our website or contact our office for more information.

Completed applications can be mailed or delivered to:

Albemarle Commission
Community Development Program
512 South Church St.
Hertford, NC 27944

Date Received: _____
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Application for Assistance

Contact Information

Applicant(s) / Name of Homeowner(s) _____

Property Address _____

Mailing Address (if different) _____

County _____ Email _____

Phone Number _____ Applicant Age/ DOB _____

Marital Status: Single Married Divorced Widow

Emergency or Alternate Contact Person (if necessary) _____

Household Information

Is the homeowner a Veteran? Yes No # Persons in Household _____

List ALL Household Members including the Applicant:

Name	Age	Gender	Race	Social Security Number	Relationship to Head of Household	Disabled? If yes, please list disability.	Source of Income	Gross Monthly Income
					<i>Self</i>			

List additional members on the back page. Verification of gross income for all members of household will be required if approved or proof of gross income for all members of household will be required if approved

Total **Gross** Annual Household Income (before tax and other deductions) \$ _____

Is the Applicant the homeowner? Yes No

How many years has the Applicant lived in the home? _____

Does the Applicant own the land? Yes No

Do you have flood insurance? Yes No Not applicable

If yes, please attach a copy of your current declaration page.

Does the applicant own any other property? Yes No

If yes, please provide property tax bill for each property.

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The home is a: House (stick built) Mobile Home Singlewide Doublewide
 Modular Other _____

Year the home was built _____ Square Footage _____

Is heat currently working Yes No

Type of Heating System: Heat Pump Electric Baseboard Heat Gas Furnace
 Space Heater Wood Stove Propane
 None

Has the applicant received assistance with home repairs through any of the following programs? If yes, please indicate what year:

Grant	Yes	No	Year
NC Housing Finance Agency- Essential Single-Family Rehabilitation			
NC Housing Finance Agency- Urgent Repair Program			
Community Development Block Grant (CDBG) Funding			
Weatherization Assistance Program			
United States Department of Agriculture (USDA)			
Home Repair/Improvements from any other grant			

Do you own any pets? Yes No If yes, list type of pet below. ***Please note that ALL animals will need to be put away while we are in the home.*

Is anyone in the household on oxygen? Yes No

Please list allergies in the household including dust, fiberglass, cellulose, mold, chemical sensitivity and latex.

Description of Need:

Weatherization Assistance Program
 Home Repair Program- Description of housing need: _____

Other Benefits: If received, amounts must be entered for SNAP, LIEAP, & Child Support

Low Income Energy Assistance Program (LIEAP) \$ _____
 Child Support \$ _____
 WIC
 SNAP/ Food Stamps \$ _____ (monthly amount)
 Housing Choice Voucher (Section 8)

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By signing below, I certify that the information provided is true to the best of my knowledge. I give permission to Albemarle Commission Council of Government (ACCOG) to verify the information provided by contacting the applicable vendor(s). I certify that the residence is not currently for sale, nor is it designated for acquisition, demolition or foreclosure.

I understand that receipt of services is contingent on: 1) my household being determined as eligible 2) the dwelling conditions 3) funding availability 4) funder/contract agreement parameters and 5) volume of applicants with consideration of ACCOG's program priorities.

If necessary, I give the ACCOG staff and contractors permission to enter my dwelling to assess the needs of my home prior to approving my application.

I understand that the ACCOG staff and contractors will be required to take before and after photos of the work to be completed to my home. I consent for these photos to be used for advertising and reporting purposes.

Lastly, by signing below, I authorize ACCOG to release my name, address, utility information and general demographics as needed to leverage funding sources, to complete weatherization or home repair services. (Note: ACCOG values the confidentiality of its customers and only releases specific information related to a customer when deemed necessary to other non-profits that provide housing and organizations that provide funding to ACCOG).

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____