



APPLICATION FOR REVITALIZE T-TOWN'S REPAIR PROGRAM

918-742-6241 ext. 202 if you have questions

Revitalize T-Town (RTT) provides no-cost repairs in three programs (detailed below).

Each repair made focuses on providing a safe, secure, and weatherproof home for the homeowner.

Applicant Criteria:

- Homes must be owner occupied. All owners listed on property must live in the home. We do not assist rental units, lease to own, or homes used for business.
- Homes must be located in or around the Tulsa City Limits.
- Mortgage payments and property taxes must be current.
- All utilities must be turned on (water, electricity and gas).
- Household must meet income guidelines (chart below).
- Current mortgage statement or deed must show homeowner has owned home for at least 5 years.
- Homeowner intends to stay in the home for at least 5 years.

Restrictions:

- RTT will not make repairs to detached garages, outbuildings, sheds, or carports.
- RTT will not make repairs to manufactured housing.
- May not apply if you have received services from RTT within the last 5 years.
- Homes in a Trust or Estate will be determined on a case-by-case basis.
- Cell and landline phones must be able to receive voice call and voicemails at all times during the application process. Not being able to contact could hinder assistance.



Equal Housing Opportunity Statement: We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.

More information on next page

Program Income Limits (as defined by HUD): Amount is based on total income from all owners and/or residents of the home.

Note: Income limits for may vary according to Program funding.

1 person	2 people	3 people	4 people	5 people	6 people	7 people	8 people
\$30,450	\$34,800	\$39,150	\$43,450	\$46,950	\$50,450	\$53,900	\$57,400

Repair Program: Repairs may include:

Roof Program	Replacing roof (no detached garages, condos, duplexes, or townhouses). You may be asked to sign a document stating you will remain in your home 5 years after replacement.
Energy Efficiency (EE)	A Blower Door Test will be performed to determine air leakage. Repairs may include attic insulation, repairing broken windows/doors, sheetrock repair, minor carpentry, etc.
Safe at Home (SAH)	Repairs may include grab bars, handrails, wheelchair ramps, accessibility modifications, minor electrical, plumbing repairs and debris removal.

Submitting an application does *not* guarantee repairs will be made to your home.



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How to apply - Return the completed application with copies of the following Required Documents:

- **Proof of Income** for all names listed on the ownership of the home AND all residents of the home over the age of 18 years old.
 - Copies of the following are acceptable: Full document of current year SSI/SSDI benefit award letter or most recent paystub.

The following are **NOT** accepted: W2's, tax returns, 1099's, or bank statements listing direct deposits

- **Driver's License** or State Issued ID-all owners and residents of home over 18 years old
- **Proof of Homeownership**
 - Current Mortgage Statement (if house is not paid off), or deed (if house is paid off) must show you have owned the home for 5 years.
 - Current Tax Assessor statement (Property taxes)
- **Current PSO/AEP** (electric bill)-must be in homeowner's name and must show account number
- **Current Water bill** - must be in homeowner's name and must show account number
- **Current Gas bill** - must be in homeowner's name and must show account number
- Signed RTT Homeowner Agreement, Photo Release, Statement of Eligibility, Process Agreement, and Ownership Status page
- If you are a Veteran: Copy of DD214 (Honorable Discharge Papers)

Incomplete applications will not be processed.

Applications & copies of all required documents must be mailed to:

RTT

21 N. Greenwood Ave.

Suite 1A

Tulsa, Oklahoma 74120

- Once your complete application is received and processed, you will receive a letter in the mail stating if you qualify for a preview. This does not guarantee repairs will be performed.
- All qualifying applicants will be visited by an RTT evaluation team to determine the repair needs of the home.
- Homes will be selected on the basis of RTT's ability to secure resources to accomplish the necessary repairs.

Keep this copy for your records.

Submitting an application does *not* guarantee repairs will be made to your home.

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Application for Revitalize T-Town's Repair Program
**Please do not send applications by certified mail that
 require a signature to receive**

Applicant Information (applicant must be the homeowner and head of household)			
Name:		Date of Birth:	
Spouse/Co-Owner's Name:		Date of Birth:	
Street Address:		Zip Code:	
Home phone number:	Cell phone number:	Email address:	
<u>Must Provide</u> Emergency Contact Name:	Relationship:	Phone number:	
House Information			
How many years have you lived in your home:			
Do you own property other than the one you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what is it used for? <input type="checkbox"/> Rental property <input type="checkbox"/> Family Property <input type="checkbox"/> Vacant <input type="checkbox"/> Property/Land <input type="checkbox"/> Other:	
Do you plan to remain in your home for at least 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, explain:	
Neighborhood School:	Number of Bedrooms:	<input type="checkbox"/> One Story Home <input type="checkbox"/> Two Story Home <input type="checkbox"/> Other:	<input type="checkbox"/> Attached Garage <input type="checkbox"/> Detached Garage <input type="checkbox"/> Carport
Utilities on and functioning? <input type="checkbox"/> Yes <input type="checkbox"/> No	Heating Source <input type="checkbox"/> Central <input type="checkbox"/> Floor Furnace <input type="checkbox"/> Wall Furnace <input type="checkbox"/> Space Heater <input type="checkbox"/> Other:	Cooling Source <input type="checkbox"/> Central <input type="checkbox"/> Window unit <input type="checkbox"/> Other:	Hot Water Heater <input type="checkbox"/> Gas <input type="checkbox"/> Electric
Do you have a fireplace? <input type="checkbox"/> No <input type="checkbox"/> Yes Does it work? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, is your fireplace gas or wood? <input type="checkbox"/> Gas <input type="checkbox"/> Wood		

Have you applied to other agencies for these repairs? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which one? <input type="checkbox"/> City of Tulsa/WIN <input type="checkbox"/> Habitat for Humanity <input type="checkbox"/> Titan <input type="checkbox"/> Other:	
Are you on another agency's waiting list for the requested repairs? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which one? <input type="checkbox"/> City of Tulsa/WIN <input type="checkbox"/> Habitat for Humanity <input type="checkbox"/> Titan <input type="checkbox"/> Other:	
Do you have a caseworker? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name:	Phone number:

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Previous RTT Services								
Have you applied to RTT before? <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, when?				
Have you received prior services from RTT? <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, what year?				
Military Background Information								
Are you or anyone in your household a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No				Branch:		Rank:		
Are you or anyone in your household Native Nation Affiliation? <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, what nation/tribe:				
Household Income								
<p>This chart will determine eligibility for RTT's repair programs. Circle the total number of people who own and/or live in the home.</p>								
Total in household	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
Total household income	\$30,450	\$34,800	\$39,150	\$43,450	\$46,950	\$50,450	\$53,900	\$57,400
<p>Complete the following for ALL owners and residents of the home. You must include all income sources. If an owner/resident has no income, you must still list them and explain no income. Income verification is required for every adult (18 years old +) and/or benefits for all children.</p>								
Household member name	Relationship	Date of birth	Income source	Gross Monthly income	Living with a disability?			
					<input type="checkbox"/> Yes <input type="checkbox"/> No			
					<input type="checkbox"/> Yes <input type="checkbox"/> No			
					<input type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about RTT?								
<input type="checkbox"/> Neighbor		Name:						
<input type="checkbox"/> Family member		Name:						
<input type="checkbox"/> Friend		Name:						
<input type="checkbox"/> Church		Which one?						
<input type="checkbox"/> Newspaper								
<input type="checkbox"/> TV								
<input type="checkbox"/> Social Media		Which one?						
<input type="checkbox"/> Other Agency		Which one?						

Submitting an application does *not* guarantee repairs will be made to your home.

Household Profile Overview

Answering these questions provides Revitalize T-Town a better understanding of how we can best serve you and your family household. Please answer to the best of your ability.

	Yes	No	Comments
Do you have family members under the age of 18 who visit/stay with you on a regular basis?			
Do you have family members over the age of 18 who visit/stay with you on a regular basis?			
If yes, how many hours a week are these family members in your home?			
What ages are the family members who visit/stay with you on a regular basis?			

Submitting an application does not guarantee repairs will be made to your home.

Requested Repairs - This is only a list of repairs you hope to have completed. Final scope will be determined by RTT.

Roof Program
 Roof replacements may require additional paperwork. You may be required to sign a document stating you will remain in your home 5 years from the time of the roof replacement.

<input type="checkbox"/> Roof replacement	How old is your roof? <input type="checkbox"/> Original to the home <input type="checkbox"/> Less than 5 years old <input type="checkbox"/> I don't know <input type="checkbox"/> Other <input type="checkbox"/> Do you have active leaks?
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Energy Efficiency Program
 A blower door test will be performed on your home to determine air leakage.

Have you received other Energy Efficiency repairs from another Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what agency/company made the repairs? If yes, when?
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<input type="checkbox"/> Attic Insulation	<input type="checkbox"/> Repair windows	<input type="checkbox"/> Replace exterior door(s)	<input type="checkbox"/> Wrap pipes
<input type="checkbox"/> Sheetrock repair - wall	<input type="checkbox"/> Replace windows	<input type="checkbox"/> Install Deadbolts	<input type="checkbox"/> Siding repair
<input type="checkbox"/> Sheetrock repair - ceiling	<input type="checkbox"/> Caulk windows	<input type="checkbox"/> Weather stripping	<input type="checkbox"/> Minor carpentry

Safe At Home Program
 Repairs focus on providing a safe living environment.

<input type="checkbox"/> Wheelchair ramp	<input type="checkbox"/> Visible House #'s	<input type="checkbox"/> Grab bars	<input type="checkbox"/> Install ADA toilet
<input type="checkbox"/> Exterior handrails	<input type="checkbox"/> CO Monitor	<input type="checkbox"/> Handheld shower	<input type="checkbox"/> Install ADA faucet
<input type="checkbox"/> Widen doorway(s)	<input type="checkbox"/> Smoke detector	<input type="checkbox"/> Shower seat	<input type="checkbox"/> Remove hazardous flooring
<input type="checkbox"/> Clear pathway	<input type="checkbox"/> Exterior lighting	<input type="checkbox"/> Minor plumbing	<input type="checkbox"/> Minor electrical
<input type="checkbox"/> Debris removal	<input type="checkbox"/> Exterior paint	<input type="checkbox"/> Siding Repair	

RTT's Home Health and Safety Checklist

Please read carefully and answer all questions to the best of your knowledge

	Yes	No	Comments
Do you need smoke detectors?			
Do you need carbon monoxide detectors?			
Do you need a fire extinguisher?			
Do you have exterior lighting at your front and back doors?			
Do you need grab bars in your bathtub/shower & near the toilet?			
Do you have secure handrails on all stairs?			
Do your electrical outlets work?			
Do you have running water?			
Does your water heater work?			
Do you have a HVAC (heating and cooling system)?			
Does your HVAC (heating/cooling system) work?			
Is the inside of your home free of clutter?			
Are the pathways and hallways free of clutter and easy to walk through?			
If no, because of the clutter or number of possessions, how difficult is it to use the rooms and surfaces in your home?			<input type="checkbox"/> Very Difficult <input type="checkbox"/> Somewhat Difficult <input type="checkbox"/> Not Difficult
Is your yard clear of debris?			
Do you have pets in your home? If yes, please specify what kind and how many:			
Do you have pests or rodents? If yes, please specify:			<input type="checkbox"/> Roaches <input type="checkbox"/> Bed Bugs <input type="checkbox"/> Mice <input type="checkbox"/> Ants <input type="checkbox"/> Other:
Do you have weapons in the home? If yes, are they put away in a secure location? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is your flooring a tripping hazard?			
Can your house numbers be seen from the street?			
Does your roof leak?			

	Yes	No	Comments
Do you have sheetrock damage on your ceilings? If yes, which rooms?			
Do you have sheetrock damage on your walls? If yes, which rooms?			
Do you have exterior siding that is missing or damaged?			
Do your exterior doors close and lock properly?			
Do you have any broken/damaged windows? If yes, how many?			
Do your sinks, toilets and baths/showers function?			

Homeowner's Statement of Eligibility Initial After Each Statement		▼
I, _____ (homeowner), have asked Revitalize T-Town (RTT) to provide repairs to my home at the address listed on page one of this application.		
A preview of all areas of the interior and exterior of my home are required to be considered for Revitalize T-Town's (RTT) services. I understand that if I do not comply, I will not be considered for repairs.		
I understand that Revitalize T-Town (RTT) is funded by charitable donations and grants to provide assistance to low-income homeowners who have no other means to afford home repairs.		
I also understand that Revitalize T-Town (RTT) is obligated to use its charitable donations and government funds only for assistance to eligible homeowners. In addition, I understand that to knowingly submit false information is considered fraud and punishable under law.		
The information submitted on my Homeowner Application is complete and correct.		
I am the owner of the home at the above address, or I share ownership with people who are also listed on ownership papers and are eligible to receive this assistance.		
This house address listed on page one of this application is my full-time residence.		
I, my spouse, partner and/or any other owners of my home have no other financial resources to afford the services that I have requested.		
I understand that Revitalize T-Town (RTT) utilizes volunteers. When volunteers are present, anyone not able to help with repairs should not be present on job site and may be asked to leave.		
I understand that all weapons in the home must be put away in a secure location during Revitalize T-Town's (RTT) home preview process and when crews are present.		
I understand that Revitalize T-Town (RTT) will take pictures of the homeowner(s), the requested repairs, and the home.		
If pets are present in the home, I understand that they need to be contained or outside and all animal feces needs to be picked up during Revitalize T-Town's (RTT) home preview process and when crews are present.		
It is my intention to remain living in my home, barring catastrophic illness or death, for a minimum of 5 years after the completion of the work.		
I understand that all Oklahomans are Mandatory Reporters and if representatives of Revitalize T-Town (RTT) observe abuse or neglect of children, adults or animals they are required under State Law to report it to the authorities.		
By signing my name to this statement, I guarantee that I am eligible to receive this assistance, but understand that eligibility does not guarantee services will be provided.		
Signature:	Date:	

All qualifying applicants will be visited by a Revitalize T-Town (RTT) evaluation team to determine the repair needs of the home. Homes will be selected on the basis of RTT's ability to acquire resources to accomplish the necessary repairs.

Submitting an application does not guarantee repairs will be made to your home.



Revitalize T-Town (RTT) Ownership Status Requirement

Must be returned with completed application

As stated in our applicant criteria, homes must be owned and occupied for a minimum of 3 years prior to applying to Revitalize T-Town and owner occupied for 5 years after Revitalize T-Town has completed the free repairs.

Your home is a large asset to you and your family, and we understand and appreciate that you want to protect your investment. However, changing the ownership by putting the property in a Trust, filing a Quit Claim Deed, Deed Upon Death or any other transfer of ownership during the time Revitalize T-Town is involved with the home will cancel the project.

As part of our application process, the County Assessor Ownership Records are checked to verify that the owner(s) listed are the occupants of the home and listed on RTT's application for services. If the names do not match or ownership changes during our process, the project is no longer eligible and will be cancelled.

Property Address:

Owner listed with County: _____

Owner listed on RTT application: _____

I, _____, agree to not make any changes to the ownership of the property listed above until I have received and signed Revitalize T-Town's Project Completion Form.

Signature(s) _____

Date _____

Signature(s) _____

Date _____

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Revitalize T-Town (RTT) Photo Release

Must be returned with completed application

I (we) grant to RTT permission to take or have taken, **still and moving photographs and films** including television pictures of my (our) home and residents. I (we) consent and authorize RTT, its advertising agencies, news media and any other Peoples interested in RTT and its works, to use and reproduce the photographs, films, and pictures and to circulate and publicize the same by all means including, without limiting the generality of the foregoing, newspapers, television media, brochures, pamphlets, instructional materials, internet materials, books and clinical material.

I understand that this photo release must be signed before RTT will conduct a preview on my home.

Signature(s) _____

Date _____

Signature(s) _____

Date _____

Submitting an application does *not* guarantee repairs will be made to your home.

Homeowner's Agreement

Homeowner(s) Name(s): _____
Homeowner(s) Address: _____ Tulsa, OK Zip Code: **74**_____

I (we) give permission for Revitalize T-Town (RTT), its crews, and contractors to perform repairs and improvements on my (our) home located at the address listed above. _____ Initial

I (we) understand that RTT is a non-profit group and as such they cannot make promises as to the *specific* work that will be done. _____ Initial

The general plan for the repairs and improvements has been explained to me (us) by the representative from RTT, but I (we) give RTT full authority to determine the extent and types of repairs and improvements to be performed even if they should fail to notify me (us) on any change from the original plan. _____ Initial

I (we) understand that the repairs and improvements will be performed free of charge, and RTT and its contractors and volunteers disclaim all warranties, expressed or implied, concerning the repairs. Some or all of the repairs and improvements may be performed by volunteers, some or all of who may be skilled. Some repairs and improvements will be performed by a licensed contractor and may, but are not guaranteed to, have a warranty on the repairs provided by that specific contractor. _____ Initial

I (we) agree that I (we) will cooperate with the RTT staff, Contractor, Team Leader and Team. If there are family members on the premises who are unable to work, for their safety and that of the workers, please be sure that they are not present in the location where the work is taking place. _____ Initial

I (we) understand that as with RTT's volunteers and paid contractors, no one who works on the project can be under the influence of alcohol, drugs or any other illegal substances, and there cannot be any illegal practice or procedure on the premises while the project is underway. If at any time RTT or their contractor considers that there is illegal or unsafe activity, or that there is a threat to the safety of the workers, the work will stop and the crew will be immediately pulled from the project. _____ Initial

I (we) understand that the work will be scheduled by RTT and the contractor and that it may be necessary to perform some preparations, repairs, improvements, and clean-up prior to and/or after the scheduled date. _____ Initial

In consideration of the repairs and improvements, I (we) further hold RTT, Inc., its officers, directors, employees, agents, donors, volunteers, and other affiliates, collectively and/or individually, harmless from any claims and liabilities arising at any time as a result of the repairs and/or improvements, including, without limitation, any rights or causes of action resulting from personal injury or death, or damage to my (our) property, directly or indirectly arising from the repairs and/or improvements or defects in material or workmanship. I (we) understand that RTT will not provide maintenance or upkeep to repairs made. _____ Initial

I (we) further acknowledge and confirm that RTT does not warrant the repairs and/or improvements performed on my (our) home, and I (we) hereby disclaim any and all applicable express and implied warranties including but not limited warranties of habitability, merchantability of fitness for a particular purpose. _____ Initial

I (we) also grant to RTT permission to take or have taken, still and moving photographs and films including television pictures of my (our) home. I (we) consent and authorize RTT, its advertising agencies, news media and any other Peoples interested in RTT and its works, to use and reproduce the photographs, films, and pictures and to circulate and publicize the same by all means including, without limiting the generality of the foregoing, newspapers, television media, brochures, pamphlets, instructional materials, books and clinical material. No inducements or promises have been made to me (us) to secure my (our) signature to this release other than the intention RTT to perform the repairs and improvements and to use such photographs, films and pictures for the primary purpose of promoting and aiding its program and its works.

Homeowner signature (s) _____ Signed this _____ day of _____, 20____



Process Agreement

I agree to Revitalize T-Town's process for home repairs as listed on page 14 of this application. I understand that the repairs are done at no cost to me and will be patient with the process.

I understand that if during this process my status changes (i.e. income changes, phone numbers are not working, people move in or out of the house, utilities are disconnected, etc), RTT will put my application on hold.

Homeowner signature

Date

Homeowner signature

Date

Return this form with the application and required documents

Revitalize T-Town's Process

Once your application is complete and processed, you will be contacted to schedule a home preview.

All qualifying applicants will be visited by RTT's evaluation team to determine the repair needs of the home.

Homes will be selected on the basis of RTT's ability to acquire resources to accomplish the necessary repairs.

If your home is selected you will be notified by mail and will proceed to the next steps of our process. If you agree to the process listed out below, sign and return the Process Agreement. If you do not agree to the process we will not proceed.

~~~~~

**Step 1:** RTT will send you a packet of paperwork to review, sign and return. A postage paid envelope will be included. This packet may include:

**Resident Involvement**-You are giving us permission to make the repairs on your home. When there is a choice in materials, that decision is yours.

→ You review, sign and return to RTT

**Promotion of Empowerment**-If you are interested in Financial Literacy Information, we partner with Housing Partners of Tulsa (application enclosed). If you or any family members are interested in Formal Education Programs, we partner with Neighbors Along The Line (flyer enclosed). You are not required to take part in these services. We are just supplying the information.

→ You review, sign and return to RTT

**Large Unit Certification**-If your home has 3 or more bedrooms you may be asked to sign a statement stating that.

**Estimates for the approved repairs.** This is the amount RTT will spend not what you owe. All repairs are made at no cost to you.

→ You review the estimate(s). If you agree to and accept the listed repairs, sign the bottom of the estimate(s) and return to RTT.

- Only the repairs listed on the estimate(s) will be addressed. Writing in extra items nullifies the estimate(s) and delays the process and may result in cancelling the repairs.

**Step 2:** RTT representative calls to schedule the repairs with you.

→ If there is excessive debris in the areas where repairs are needed, you may be asked clear the area and schedule a "Bulky Waste" pick up from the City's Trash Service prior to our RTT crews arriving.

**Step 3.** RTT crews or contracted crews will make the approved repairs. Additional items will not be added to the list.

**Step 4.** RTT representative may bring a Final Cost Certification to your home. This document lists the completion date of the approved repairs.

→ You sign and initial and return to RTT staff on site

**Step 5.** RTT may send out a 3<sup>rd</sup> Party inspector to compare the signed estimate with the completed work.

**Step 6.** Congratulations, your project is complete! You may receive some follow up calls from an RTT representative as we finalize your paperwork and close out your file.

