



Residential Lock Box Program Instructions

Dear City of Euclid Resident(s):

Thank you for your interest in the Residential Lock Box Program. To apply, please fill out the attached form.

Instructions:

1. Fill out the attached form and complete each section in its entirety. Please print all information.
2. If you have any questions about completing your Request for Service, please contact the Community Development Manager Edward Chenock, Jr. at 216-289-8140 or email at echenock@cityofeuclid.com.
3. Please return the completed form by email, US Mail, or in-person submission to:

City of Euclid

ATTN: Edward Chenock, Jr., Community Development Manager

Community Development Division - Department of Planning & Development

585 E. 222 Street, Euclid, OH 44123-2099

Next Steps:

1. This is the first step in the process of determining your eligibility for the Residential Lock Box Program.
2. Once we have received this form, someone from City of Euclid's Community Development Division will contact you within seven (7) business days to review the application with you. We will follow up by letter confirming the details and eligibility status for the Lock Box Program. This letter will outline the next steps in the application process.
3. It is your responsibility to ensure that the house key(s) match the lock of the door designated for access by the Euclid Fire Department or Emergency Medical Services (EMS).
4. If you relocate from your dwelling unit, you **must** contact the Euclid Fire Department to return the Lock Box.

Eligibility Requirements:

1. Be a Homeowner or a Tenant residing within the City of Euclid, OH
2. If you are a Tenant, the Rental Property Registration and/or Apartment Building Registration must be in Good Standing with the City of Euclid's Department of Building and Housing
3. Be a senior citizen (65 years of age or older), and be frail and/or impaired
4. Have a physical and/or developmental disability
5. Have a serious medical condition that may warrant emergency medical services
6. Earn no more than the maximum income levels below:

Maximum Income for Eligibility								
Percent (%) of AMI	1 person	2 people	3 people	4 people	5 people	6 people	7 people	8 people
Extremely Low 30%	\$20,900	\$23,850	\$26,850	\$29,800	\$32,200	\$34,600	\$37,000	\$39,350
Very Low 50%	\$34,800	\$39,800	\$44,750	\$49,700	\$53,700	\$57,700	\$61,650	\$65,650
Low 60%	\$41,760	\$47,760	\$53,700	\$59,640	\$64,440	\$69,240	\$73,980	\$78,780
Moderate 80%	\$55,650	\$63,600	\$71,550	\$79,500	\$85,900	\$92,250	\$98,600	\$104,950



Residential Lock Box Program Application

Date: _____

Name: _____

Address: _____ City: Euclid State: OH Zip: _____

Phone: _____ Alternative Phone: _____

Date of Birth: _____ Gender: _____

Demographic Information:

Ethnicity

Hispanic or Latino _____ Non-Hispanic or Latino _____

Race (Select One)

American Indian or Alaskan Native _____ Asian _____ Black or African American _____

Native Hawaiian or Other Pacific Islander _____ White _____ Other/Multi-Racial _____

Household Size (# in Household) _____ Female Headed Household (Y/N) _____

Homeowner (Y/N) _____ Frail/Impaired (Y/N) _____ Handicapped/Disabled (Y/N) _____

Income Characteristics (Please Circle One Household Size and Income Range that applies)					
Household Size	Extremely Low (0 to 30% MFI)	Very Low (31% to 50% MFI)	Low (51% to 60% MFI)	Moderate (61% to 80% MFI)	Higher than Moderate (81% and Greater)
1	\$20,900 or less	\$20,901 - \$34,800	\$34,801 - \$41,760	\$41,761 - \$55,650	\$55,651 or more
2	\$23,850 or less	\$23,851 - \$39,800	\$39,801 - \$47,760	\$47,761 - \$63,600	\$63,601 or more
3	\$26,850 or less	\$26,851 - \$44,750	\$44,751 - \$53,700	\$53,701 - \$71,550	\$71,551 or more
4	\$29,800 or less	\$29,801 - \$49,700	\$49,701 - \$59,640	\$59,641 - \$79,500	\$79,501 or more
5	\$32,200 or less	\$32,201 - \$53,700	\$53,701 - \$64,440	\$64,441 - \$85,900	\$85,901 or more
6	\$34,600 or less	\$34,601 - \$57,700	\$57,701 - \$69,240	\$69,241 - \$92,250	\$92,251 or more
7	\$37,000 or less	\$37,001 - \$61,650	\$61,651 - \$73,980	\$73,981 - \$98,600	\$98,601 or more
8+	\$39,350 or less	\$39,351 - \$65,650	\$65,651 - \$78,780	\$78,781 - \$104,950	\$104,951 or more

I understand that this application will serve to notify the City of Euclid of my interest in installing a lock box, but does not require or guarantee the City will approve my application and install a lock box. By signing below, I certify that I have read and understand the program eligibility requirements and process, and understand that, if my application is approved and a lock box is installed at my home, the Knox Box remains the property of the City of Euclid and, if I move from my home, I am responsible for notifying the City of Euclid Fire Prevention Bureau at (216) 289-8425 so the lock box can be picked up by City staff. Anyone falsifying information on this application is guilty of falsification per Euclid Codified Ord. Sec. 501.10(a), a first-degree misdemeanor.

Head of Household's Name (Printed)

Head of Household's Signature

Date