



Our Mission:

For more than thirty years, RTMC has provided free home repairs and accessibility modifications to help income-qualifying homeowners remain safely and independently in their homes throughout Montgomery County MD. Our program is designed to help those who have no other means to complete needed repairs, and there is never any cost to the homeowner.

How to qualify for Rebuilding Together Montgomery County (RTMC):

- ❑ Homeowner(s) must own and live in the home that will be repaired.
- ❑ Homeowner(s) must be current on their mortgage payments. If they are not, they must be able to provide RTMC with proof that they are working toward or have already obtained a loan modification they can afford to pay.
- ❑ Homeowner(s) must not own more than one property.
- ❑ Applicant’s home equity value must be under \$475,000.
- ❑ Total household income must not exceed the amounts listed. Income from **all** residents living in the home must be included in the total.

Income Limits

Number of people in home	Maximum Income
1	\$58,150
2	\$66,450
3	\$74,750
4	\$83,050
5	\$89,700
6	\$96,350
7	\$103,000
8	\$109,650

How to apply:

- ❑ Complete the application and submit it to Rebuilding Together Montgomery County with the required documentation by email, mail, or fax (email pref).
- ❑ You will receive confirmation from our office that we have received your application typically within 10 business days, but times may vary.
- ❑ Homeowners who meet the application requirements will be contacted for an appointment to preview the home. Please be aware that this could take months to happen.
- ❑ RTMC is **NOT** an emergency service.

Before submitting this application, please ensure you have:

- ❑ Completed and signed the application
- ❑ Attached income verification (see section 2)
- ❑ Attached most recent mortgage statement
- ❑ Attached a copy of code/HOA violation notice if you have been cited
- ❑ Attached copy of homeowner's insurance (if you have it)
- ❑ Attached other relevant information important to your application

Return all information via email, mail or fax to:

Rebuilding Together Montgomery County 18225-A Flower
Hill Way Gaithersburg, MD 20879
info@rebuildingtogethermc.org

Contact us with any questions or concerns:

PHONE: 301.947.9400

FAX: 301.947.9411

EMAIL: program@rebuildingtogethermc.org

WEBSITE: www.rebuildingtogethermc.org

It is easy to apply directly on our website as well!

***If you need help filling out this application please call our office
mainline at: 301.947.9400 ext. 111***



SECTION 1 HOMEOWNER INFORMATION

For Office Use Only

Date Received:

Homeowner Title: Mr. Ms. Mrs. Dr. Other: _____**Homeowner Name:****Street Address:****City, State, Zip:****Move-In Year:****Have you ever applied to or received services from RTMC?** Yes No***Please select the preferred contact method:*** Home Phone: _____ Cell Phone: _____ Work Phone: _____ Email: _____**Are you currently serving in the military?** Yes No
 I am a veteran**If you serve/served, what branch and length of time?**

Branch: _____ Years: _____

Are you the spouse of a service member or veteran? Yes No**I learned about Rebuilding Together from:**

<input type="checkbox"/> Govt. Agency	<input type="checkbox"/> Friend/Neighbor
<input type="checkbox"/> Social Worker	<input type="checkbox"/> Radio/TV
<input type="checkbox"/> Internet	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Mailer or Flyer	<input type="checkbox"/> Social Media
<input type="checkbox"/> Tabling Event	<input type="checkbox"/> From Previous Recipient
<input type="checkbox"/> Other: _____	

Alternate Contact:

Name: _____

Relationship: _____

Phone: _____

Email: _____

Do you have a mortgage for the house? Yes No, my house is paid off**If you answered 'yes' to the above question, are you current on your mortgage payments?** Yes No**Do you have homeowner's insurance?** Yes No**Have you been cited for any housing code violations?** Yes No**Are there pets in the home?** Dog(s) Cat(s) Other: _____

SECTION 2 – RESIDENT INFORMATION

Include ALL long term/permanent residents in the home (not including renters).

Name	Relationship	Date of Birth	Gender Identity	Disability Y/N	Veteran or Spouse of Veteran Y/N	Gross Yearly Income List amount per person. This includes regular payments from any source.
	Homeowner					

Total Household Income: _____

For proof of income please attach a current Bank Statement and 1 other: Tax Return / Social Security Statement / Pay Stubs / Disability or similar.

SECTION 3 – REPAIRS

Circle all the below repair areas that apply to you.

Accessibility (Ramps, Grab Bars, Showers)	Appliances	Carpentry	Doors/Windows
Electrical	Flooring	Heating	Cooling
Roof Leaks and/or Gutters	Plumbing	Safety/Healthy Concerns	Yard Work/Trash Removal and/or Painting

Additional details we should know:

SECTION 4 – Memberships & Social Services

Are you a member of a homeowner's association? Y / N

If yes, please provide contact info - Phone Number: _____ Email: _____

Does any homeowner currently have a social worker? Y / N

If yes, please provide contact info - Phone Number: _____ Email: _____

Name: _____ Agency: _____

Do you give RTMC permission to contact the social worker if needed? Y/N

Are you a member of a homeowner's association? Y / N

If yes, please provide contact info - Phone Number: _____ Email: _____

SECTION 5 – Homeowner Agreement

Please carefully read through the Homeowner Agreement to understand the expectations between RTMC and the Homeowner(s) during the project process should the application be accepted for services. When members from our Program Team come for a home visit, they will review some of the key points of this agreement with the Homeowner(s) again to ensure understanding.



Homeowner Agreement

This agreement and release ("Agreement") is entered into on the date of application submission by and between Rebuilding Together Montgomery County ("RTMC") and the Homeowner(s) on the application for services.

Therefore, Rebuilding Together Montgomery County and the Homeowner agree as follows:

1. **Location** – The RTMC Services shall be performed at the address listed as the home address on the Homeowner's application documents to RTMC.
2. **RTMC Services** – RTMC is never under any obligation to perform repairs. If repairs are performed, the Homeowner will not be charged for any RTMC Services on the Home.
3. **Project Scope** – Any RTMC Services to be performed shall be limited to those set forth in a Project Scope created by RTMC. Any changes to the Project Scope must be set forth in writing and signed by an authorized representative of RTMC and the Homeowner.
4. **Access to Home** – In order for RTMC to carry out any agreed upon Services on the Home, Homeowner gives permission to RTMC staff, contractors, and volunteers to enter the Home as necessary during mutually agreeable times.
5. **Labor** - The labor for the RTMC Services may be performed by a variety of RTMC paid contractors and sub-contractors, RTMC staff, RTMC paid trainees, and skilled and unskilled volunteers. RTMC is not liable for the work performed by volunteers or hired contractors, except to the extent such liability is the result of gross negligence or willful misconduct.
6. **Safety** - Homeowner understands and acknowledges that if the individuals performing the labor referred to above are placed in an unsafe work environment, that RTMC may terminate the Project Scope with no liability to RTMC, and RTMC will not perform or complete the RTMC Services on the Home.
7. **Good Standing** - RTMC Services will be in good working order upon completion of the Project Scope. Any insufficiencies with services provided through RTMC must be reported to RTMC within 45 days of the completion of the Project Scope. RTMC may, at its sole discretion, choose to perform additional work to address the concern if RTMC deems it necessary. RTMC's sole liability for any services received through RTMC hereunder is expressly limited to repairing or replacing the RTMC Services such that they are in good and working order, based on available resources at the time.
8. **Contractor Warranties** - To the extent possible, any manufacturer warranties accompanying materials or services provided through RTMC shall be passed to Homeowner. The homeowner is responsible for understanding and obtaining warranties, if any, offered by contractors hired by RTMC. RTMC does not offer any warranties itself as an organization.
9. **Homeowner Obligations** – In exchange for the RTMC Services on the Home, the Homeowner agrees as follows:
 - a. I am the homeowner residing at the above address; or I am authorized to enter into this agreement on behalf of the homeowner as power of attorney, and I have provided verification to RTMC of power of attorney status. I acknowledge that failure to disclose accurate information on the application may result in immediate termination of the Project Scope with no liability to RTMC, RTMC may not perform or complete the RTMC Services on the Home, and RTMC has the right to request reimbursement for the fair market value of repairs and services provided if it so chooses.
 - b. I intend to remain in the home for at least two years as my primary residence barring catastrophic illness or death. I acknowledge that if I sell my house or it no longer becomes my primary residence within two years of the completion of work through RTMC, then RTMC has the right to request reimbursement for the fair market value of repairs and services provided or a \$3,000 donation to RTMC, whichever is greater.

- c. I or a designated family member or representative of 18 years or older, will be present at the home at all times while the RTMC Services are being completed.
- d. I agree to remove or confine all pets from the work area during the repair work and when RTMC staff, contractors, or volunteers are present.
- e. I agree to remove any firearms, dangerous weapons, or hazardous materials from the house or ensure that they are properly secured prior to the workday(s) and when RTMC representatives or contractors are present.
- f. RTMC shall not be responsible for damage to personal possessions that occurs during the performance of the RTMC Services.
- g. I authorize RTMC to remove, discard, or relocate objects within and pursuant to the Project Scope. Homeowner understands and agrees that this authorization is final and that RTMC will not be able to return the objects at a later date and will not be held liable for their value or disposition.
- h. If adequate access is not provided to the areas of work outlined in the Project Scope, RTMC has the discretion to terminate performance of all or some the RTMC Services on the Home.
- i. I understand that if I, or any members of the family, guests, or visitors present, disrupt completion of RTMC Services, RTMC has the discretion to terminate performance of the RTMC Services on the Home. If RTMC or its designees asks Homeowner to have an individual leave the premises while RTMC Services are being performed, Homeowner shall comply with such request and escort the individual from the Home.
- j. I acknowledge that all requests for work, changes to the Project Scope, or questions must go through RTMC staff, and that further work is never to be requested of contractors or volunteers.
- k. I acknowledge that RTMC will not reimburse the Homeowner for any out-of-pocket or other expenses incurred in connection with the project.

10. Liability Waiver – I as the homeowner, agree that neither I, nor my assignees, heirs, Guardians, or legal representatives shall make any claim or demand against RTMC, or its Employees, officers, or directors; any supplier of materials or equipment; any volunteer worker; or any other individual or organization participating in the RTMC Services on the Home. I specially understands and agrees that under no circumstances will RTMC be liable to me (homeowner) for direct, economic, special, incidental, or consequential damages or losses of any kind whatsoever, and any other loss caused by reason of the performance or nonperformance of this agreement. This exclusion is applicable to claims for breach of warranty, tortious conduct or any other cause of action.

11. Photos, Videos, & Social Media - I consent to the unrestricted use by RTMC or any approved authorized persons of any photos, recordings, videos, or similar audio/visual records of the Homeowner taken while during the process of working with RTMC.

12. Choice of Law - This agreement shall be governed and construed in accordance with the laws of the State of Maryland.

13. Force Majeure - If either party is prevented from performing any of its duties and obligations hereunder (other than duties or obligations with respect to payment) in a timely manner by reason of any act of God, strike, labor dispute, flood, tsunami, act of war or terrorism, or any other reason beyond its reasonable control, such condition shall be deemed to be a valid excuse for delay of performance or for nonperformance of any such duty or obligation for the period during which such condition exists.

Homeowner has read this Agreement (or the Agreement has been read to Homeowner) and does thoroughly understand. By signing below, Homeowner acknowledges and understands that violation of any part of this Agreement may, at the sole discretion of RTMC, result in immediate termination of the Project Scope with no liability to RTMC, and RTMC will not perform or complete the RTMC Services on the Home.

Homeowner Signature(s)

date

Print Name(s)