



GUIDELINES FOR SELECTION OF HOMES / HOMEOWNERS

UPDATED AUGUST 1, 2016

Rebuilding Together Quad Cities (RTQC) will approve or reject homes/homeowners based upon the following criteria/requirements in addition to the availability of volunteers, donated materials, and/or funding:

Applicant must complete and sign RTQC’s Homeowner Application form.

1. Applicant must meet the following income guidelines and provide documentation verifying the same.
 - a. Applicant must furnish proof of household income for all residents of the home. For household members that file federal tax returns, proof shall be in the form of a copy of the page from the previous year’s tax return showing Adjusted Gross Income. Household members who do not file income tax must still provide documentation of all income (e.g. pay check stub, letter from social security or a copy of SSI check, statements documenting pensions or annuities, unemployment, AFDC, and rental income).
 - b. Total combined income for all household members must fall below the current fiscal year Housing Urban Development Program Low Income Limit for the Davenport-Moline-Rock Island, IA-IL Metropolitan Fair Market Rent/Income Limits area

Household Size	1	2	3	4	5	6	7	8
FH2016 Low (80%) Income Limits	38,550	44,050	49,550	55,050	59,500	63,900	68,300	72,700

- c. RTQC does not require savings account information.
 - d. RTQC does not take in to consideration the value of personal property (i.e. cars, electronic equipment, value of home, etc.)
2. Applicant must provide verification of home ownership and agree to the following stipulations:
 - a. Applicant must verify home ownership by providing a copy of one of the following: deed to the home, property tax bill, or property tax waiver.
 - b. Current homeowner insurance coverage by providing a copy of the policy, declaration sheet or premium billing statement which must show the expiration date of coverage.
 - c. RTQC will consider working on homes owned by family members, if all owners provide written permission for work to be completed.

3. Applicant must sign verification form agreeing that the home to be repaired through RTQC will not be sold, under contract for sale or a rental property for a minimum of two years after work has been completed except under circumstances wherein significant status change occurs, such as illness, death or court requirement of the homeowner. Types of homes that will and will not be considered under RTQC program:

- a. Qualifying homes must need repairs to improve the quality of life, safety, and security for household members and accessibility/independence modifications.
- b. Repairs must fall within the skill level of volunteer work groups available.
- c. RTQC does not work on roof repairs beyond minor repairs that can be safely worked on while standing on a ladder leaned against the side of the house, gutter, or eaves or scaffolding.
- d. RTQC does not work on mobile homes, with the exception of handicap access ramps.
- e. RTQC does not accept projects requiring lead, asbestos or mold abatement.

Note: Homeowners will not be evaluated on “how” the homes fell into a state of disrepair.

4. Other requirements of homeowner and occupants:

- a. Priority is given to homes of elderly, disabled, and veteran low-income homeowners. The disabled person can be a homeowner or a family member residing within the home.
- b. Household members must be willing to work with volunteer groups. An exception may be made for home owners who are unable to work as a result of a disability or other physical/mental impedance.
- c. Homeowner must demonstrate and understanding of the program, understand limitations of work that can be done by volunteers, sign all agreements and documentation, and abide by all conditions set forth in these documents.
- d. Neither the occupants of the house, nor the house, nor the surrounding area should pose a threat to the physical safe being of the volunteers. Homeowner must sign the agreement form which states that if the volunteers are placed in an unsafe work environment that RTQC reserves the right to not perform or complete previously agreed to repairs on the home.
- e. Appearances of improprieties or untrue statements related to the rules and conditions of the RTQC program may result in disqualification of applicant.
- f. RTQC does not restrict on the number of times a home is repaired through the program.

5. For emergency requests, and those needs too urgent to postpone for the next major workday:

- Application process
- Selection criteria