

**CITY OF THREE RIVERS  
APPLICATION NOTICE – HOME PROGRAM**

The City of Three Rivers is participating in the HOME program through the Texas Department of Housing and Community Affairs. This program will allow the City to rehabilitate/reconstruct several homes for low-income persons within the city limits.

You **MAY** qualify if you:

- Are the owner and occupant of the home to be assisted; and
- Your home is located within the city limits of Three Rivers; and
- Have no restrictions or encumbrances or liens that would unduly restrict the good and marketable nature of the ownership interest; and
- Are not delinquent on property taxes; and
- Have a household annual income of less than the following:

*2023 INCOME LIMITS BY FAMILY SIZE  
FOR LIVE OAK COUNTY (80% AMFI)*

1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
41,150	47,000	52,900	58,750	63,450	68,150	72,850	77,550

Application forms are available at Three Rivers City Hall located at 105 Harborth Ave. Three Rivers, Texas. Assistance in completing the application is available and recommended. It will be provided by the HOME Consultants from Langford Community Management Services, please call Lacie Koska at 713-557-5957.

You **MUST** provide copies of the following documents in order for your application to be accepted. Please bring these things to your appointment:

- A completed application packet (pick up at City Hall and complete before dropping it off at city hall)
- Proof of ownership of your home (deed)
- Proof of occupancy (utility bill or voter registration card & driver's license)
- Proof of paid property taxes (Tax Certificate(s) showing all taxes paid or proof of an approved payment plan if taxes are owed)
- Proof of income for all occupants of the dwelling over the age of 18 (check stubs for the past 3 months or current documentation from government agencies such as the Social Security Administration)
- Proof of assets (bank statements for any checking accounts and savings accounts for the past 6 months.)

Applications will only be accepted when all required documentation is completed and submitted. Applicants will be required to give permission for the verification of all information received.

**Para más información en español, comuníquese con Dee Dee al (361)786-2528.**

THE CITY OF THREE RIVERS IS AN  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY CITY





# HOME PROGRAM INTAKE APPLICATION

## A. ADMINISTRATOR INFORMATION

Administrator Name : City of Three Rivers

Street Address: 105 Harborth Ave.

City/State/Zip: Three Rivers

TEXAS 78071

County: Live Oak

## B. APPLICANT CONTACT INFORMATION

Applicant Name(s):

Street Address:

City/State/Zip:

County:

Email Address:

Home Phone: ( ) -

Cell Phone: ( ) -

## C. HOUSEHOLD COMPOSITION INFORMATION

(List all members of the household)

Full Name (exactly as it appears on driver's license or other government document)	Relationship to Head of Household	Date of Birth	Gender	Student Status	Receives Income?	Check if Veteran
1.	Head of Household		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
2.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
3.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
4.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
5.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
6.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
7.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
8.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
9.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>

Important Information for Former Military Services Members. Women and men who served in any branch of the United States Armed Forces, including Army, Navy, Marines, Cost Guard, Reserves or National Guard, may be eligible for additional benefits and services. For more information please visit with the Texas Veterans Portal at <https://veterans.portal.texas.gov/>.

**D. HOUSEHOLD COMPOSITION INFORMATION (Continued)**

1. Was any household member a full-time student within the last calendar year?  No  Yes, who?
2. Is any household member listed above a foster child?  No  Yes, who?
3. Is any household member listed above a live-in attendant?  No  Yes, who?
4. Is any household member temporarily absent from the home?  No  Yes, who?  
If Yes, Indicate reason for temporary absence:
5. Do you anticipate other members will join your household within the next 12 months?  No  Yes, explain:

**E. HOUSING ASSISTANCE RECEIVED PREVIOUSLY**

(List any other housing assistance provided to or received by any household member)

Was this property impacted by a disaster?  No  Yes, which disaster?

Source	Amount	Date Received	Reason
1. FEMA: Federal Emergency Management Agency <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, which Disaster	\$		
2. SBA: Small Business Administration <input type="checkbox"/> No <input type="checkbox"/> Yes	\$		
3. Section 8: Housing and Urban Development <input type="checkbox"/> No <input type="checkbox"/> Yes	\$		
4. TBRA: Tenant Based Rental Assistance <input type="checkbox"/> No <input type="checkbox"/> Yes	\$		
5. Homeowner Insurance <input type="checkbox"/> No <input type="checkbox"/> Yes	\$		
6. Other Describe: <input type="checkbox"/> No <input type="checkbox"/> Yes	\$		

**F. CONFLICT OF INTEREST INFORMATION**

1. Is anyone in the household currently serving or has anyone served within the last 12 months as an employee, agent, consultant, officer, or elected or appointed official of TDHCA, Administrator, or Development Owner?  No  Yes  
If Yes, identify who, organization name, and role:  
Is this a current role?  No  Yes If No, identify date role ceased:
2. Is anyone in the household related to anyone who is currently serving or who has served within the last 12 months as an employee, agent, consultant, officer, or elected or appointed official of TDHCA, Administrator, or Development Owner (either through familial or business ties)?  No  Yes  
If YES, identify who, organization and role:  
Is this a current role?  No  Yes If No, identify date role ceased:

**G. DISPOSAL OF ASSETS INFORMATION**

1. Has anyone in the household given away anything of value within the last two years? (if a home was released due to foreclosure, bankruptcy, or divorce, answer No):  No  Yes, who?  
Provide explanation (including the type of asset, estimated value of asset, amount disposed for, and date of disposal):
2. Has anyone in the household owned a home in the last two years?  No  Yes, who?  
Do they currently own it?  No If No: When was it disposed of?  
 Yes If Yes: Is it being rented?  No  Yes  
Is it sitting vacant?  No  Yes  
Is it in the process of being sold?  No  Yes



### H. ANNUAL INCOME OF ALL HOUSEHOLD MEMBERS

(List ALL income of household members, except for the earned income from employment by persons under the age of 18)

Identify income from any source expected during the next 12 months	Head of Household	Spouse or Co-Head	Other Adult Members	Dependents	Total
1. Salary #1 <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
2. Salary #2 <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
3. Overtime Pay <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
4. Commissions/Fees <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
5. Tips and Bonuses <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
6. Temporary Income <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
7. Income from Military <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
8. Interest/Dividends <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
9. Net Business Income <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
10. Net Rental Income <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
11. Social Security <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
12. Supplemental Security Income <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
13. Pension <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
14. Retirement Income <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
15. Familial Support or Recurring Gifts <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
16. Unemployment Benefits <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
17. Worker's Compensation <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
18. Alimony <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
19. Child Support <input type="checkbox"/> No <input type="checkbox"/> Yes Circle Type: Court Awarded Voluntary Anticipated	\$	\$	\$	\$	\$
20. AFDC/TANF <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
21. Other Income Describe: <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
				<b>Total Annual Income:</b>	\$

### I. CURRENT EMPLOYMENT INFORMATION

1. Household Member Name:		Occupation:		Work Phone: ( ) -	
Employer Name and Address:			City:		State: Zip Code:
Date Hired:	Salary: \$	Pay Period: <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly (26) <input type="checkbox"/> Twice month(24) <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> Other		Hours worked per week:	Fax: ( ) -

**I. CURRENT EMPLOYMENT INFORMATION (Continued)**

2. Household Member Name:			Occupation:		Work Phone: ( ) -	
Employer Name and Address:			City:		State:	Zip Code:
Date Hired:	Salary: \$	Pay Period: <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly (26) <input type="checkbox"/> Twice month(24) <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> Other	Hours worked per week:		Fax: ( ) -	
3. Household Member Name:			Occupation:		Work Phone: ( ) -	
Employer Name and Address:			City:		State:	Zip Code:
Date Hired:	Salary: \$	Pay Period: <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly (26) <input type="checkbox"/> Twice month(24) <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> Other	Hours worked per week:		Fax: ( ) -	
4. Household Member Name:			Occupation:		Work Phone: ( ) -	
Employer Name and Address:			City:		State:	Zip Code:
Date Hired:	Salary: \$	Pay Period: <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly (26) <input type="checkbox"/> Twice month(24) <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> Other	Hours worked per week:		Fax: ( ) -	

**J. ASSETS OF ALL HOUSEHOLD MEMBERS**

(When listing the cash value of any asset marked with an asterisk (\*), indicate the amount you would have if you were to convert the asset to cash (i.e. sell or exchange the asset), deducting any penalties for early withdrawal, amounts used to pay off a balance, and any fees which may be assessed for the conversion.)

Identify All Asset Sources	Cash Value	Asset Income (Interest/Dividends)	Name of Financial Institution	Account Number
1. Checking Account #1 <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
2. Checking Account #2 <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
3. Savings Account #1 <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
4. Savings Account #2 <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
5. Credit Union Account(s) <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
6. Stocks, Bonds, Mutual Funds* <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
7. Real Estate/Home* <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
8. Real Estate/Land* <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
9. IRA/Keogh Account(s)* <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
10. Retirement/Pension Fund(s)* <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
11. Trust Fund(s) <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
12. Mortgage Note Held <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
13. Whole Life Insurance* <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
14. Personal Property Held as an Investment (gems, coins, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
15. Lump Sums Received (inheritance, capital gains, insurance, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
16. Other: <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		

**K. DEMOGRAPHIC AND SPECIAL NEEDS INFORMATION:** The Texas Department of Housing and Community Affairs (TDHCA) requests this information in order to comply with HUD's required reporting requirements. Although TDHCA would appreciate receiving this information, you may choose not to furnish it. You may not be discriminated against on the basis of this information, or on whether or not you choose to furnish it. If you do not wish to furnish this information, please initial below.

\_\_\_\_\_ I do not wish to furnish information regarding my ethnicity, race, gender, age, and/or household composition.  
**Applicant Initials**

**Ethnicity Codes:**

A – Hispanic: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Terms such as "Latino" or "Spanish Origin" apply to this category.

B – Not Hispanic

**Race Codes:**

- A – White
- B – Black-African American
- C – Asian
- D – American Indian/Alaska Native
- E – Native Hawaiian/Other Pacific Islander
- F – American Indian/Alaska Native/White
- G – Asian/White
- H – Black/African American/White
- I – American Indian/Alaska Native/Black-African American
- J – Other Multi-Racial

**Special Needs Codes:**

- A – Elderly
- B – Person with Disabilities\*
- C – Person with HIV/AIDS
- D – Person with Alcohol and/or Drug Addiction
- E – Colonia Resident
- F – VAWA/Victim of Domestic Violence
- G – Homeless
- H – Migrant Farm Worker
- I – Public Housing Resident
- J – Disaster Victim
- K – Veteran
- L – Wounded Warrior
- M – Money Follows the Person

**\*Disability Definition:** A physical or mental impairment which substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment. Does not include current, illegal use of or addiction to a controlled substance.

	Ethnicity Code	Race Code	Special Needs Code(s)
1 (Head)			
2			
3			
4			
5			
6			
7			

**L. RELEASE AND SIGNATURES**

Each of the undersigned Applicants for HOME Program assistance hereby certify that all of the information provided in the above Application is true and correct, and do hereby authorize the release and/or verification of mortgage loan, employment, asset, liability, and income information. All household members age 18 or older must sign Application.

Applicant's Printed Name	Signature	Date
Co-Applicant's Printed Name	Signature	Date
Adult Household Member Printed Name	Signature	Date
Adult Household Member Printed Name	Signature	Date

**Warning:** Title 18, Section 1001 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency in the United States as to any matter within its jurisdiction.

*Reasonable accommodations will be made for persons with disabilities and language assistance will be made available for persons with limited English proficiency.*



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS  
 Street Address: 221 East 11th Street, Austin, TX 78701 Mailing Address: PO Box 13941, Austin, TX 78711  
 Main Number: 512-475-3800 Toll Free: 1-800-525-0657 Email: info@tdhca.state.tx.us Web: www.tdhca.state.tx.us







CERTIFICATION OF PRINCIPAL RESIDENCE
Homeowner Reconstruction Assistance (HRA)

Administrator: City of Three Rivers

Contract/RSP Number:

Beneficiary Name:

Project Address:

Section 1

Homeowner's Certification of CURRENT Principal Residence

This Section is applicable only to Homeowners who CURRENTLY occupy the home for which assistance is being requested. If Homeowner is not currently occupying the home, refer to Section 2.

Homeowner hereby certifies:

- Homeowner owns and currently occupies the above-referenced Project Address as his/her principal residence as evidenced by support documents provided verifying the physical address;
Homeowner will continuously occupy Project Address as his/her principal residence throughout the required affordability period in accordance with requirements of the HOME Investment Partnership Program (HOME);

All information he/she has provided to Administrator and Texas Department of Housing and Community Affairs (TDHCA) is true and correct, and that any discrepancies or misstatements may result in disqualification from the HOME Program.

Signature of Homeowner

Date

Signature of Homeowner

Date

Section 2

Homeowner's Certification of UNOCCUPIED Principal Residence
(If Homeowner is currently occupying the home, refer to Section 1.)

This Section is applicable only to Homeowners who ARE NOT CURRENTLY OCCUPYING the home for which assistance is being requested because the home has been determined to be un-inhabitable.

Uninhabitability must be due to disaster, condemnation by local government, or due to health and safety concerns documented by local government, within four years of submission of a reservation of funds. (10 TAC 23.31(a)(2)(C)(i)-(ii)).

Homeowner hereby certifies:

- Homeowner owns the above-referenced Project Address as his/her principal residence but is not currently occupying the home due to its un-inhabitable condition which resulted from:
Home was destroyed by fire or natural disaster on (date);
Was destruction due to a state-declared or federally-declared disaster? Yes No
If yes, did Homeowner receive housing repair assistance from any other source (including homeowner's insurance, FEMA, SBA, etc.)? Yes No
Home was condemned by local government on (date);
Home was determined by local government to be a threat to health and safety on (date);

(Continued on Page 2)



CERTIFICATION OF PRINCIPAL RESIDENCE
Homeowner Reconstruction Assistance (HRA)

- As of the date the home was determined un-inhabitable, the Project Address was Homeowner's principal residence and homestead, as evidenced by the homestead exemption issued by the local taxing authority;
Homeowner will continuously occupy the newly constructed Project Address as his/her principal residence throughout the required affordability period in accordance with requirements of the HOME Investment Partnership Program (HOME);
Acknowledges that acceptance of HOME Program assistance will result in the attachment of a lien against Project Address in favor of Texas Department of Housing and Community Affairs (TDHCA);

All information he/she has provided to Administrator and TDHCA is true and correct, and that any discrepancies or misstatements may result in disqualification from the HOME Program.

Signature of Homeowner Date Signature of Homeowner Date

Section 3
Administrator Certification

Administrator hereby certifies all documentation provided by the above-referenced Homeowner has been examined and Homeowner has been determined eligible to participate in the HOME Program.

Signature of Administrator Date

Reasonable accommodations will be made for persons with disabilities and language assistance will be made available for persons with limited English proficiency.



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
Street Address: 221 East 11th Street, Austin, TX 78701 Mailing Address: PO Box 13941, Austin, TX 78711
Main Number: 512-475-3800 Toll Free: 1-800-525-0657 Email: info@tdhca.state.tx.us Web: www.tdhca.state.tx.us





TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS  
RELEASE AND CONSENT FORM

I. THIS SECTION TO BE COMPLETED BY DEVELOPMENT	
Development Name: City of Three Rivers	TDHCA/CMTS Number: 1003138
Contact Name: Thomas Salazar	Contact Title: City Manager
Development Address: 105 Harborth Ave., Three rivers	Phone: 361-786-2528
Email Address: dguajardo@citytrtx.com	Fax:

II. THIS SECTION TO BE COMPLETED BY APPLICANT															
Applicant/Resident Name:															
<p>I/We _____, the undersigned hereby authorize all persons or companies in the categories listed below to release information regarding employment, income and/or assets for purposes of verifying information on my/our application for participation in a Texas Department of Housing and Community Affairs (TDHCA) Affordable Housing Program. I/we authorize release of information without liability to the administrator/owner/management listed above, and/or the Texas Department of Housing and Community Affairs and/or the Department's service provider.</p> <p><b>INFORMATION COVERED</b></p> <p>I/We understand that previous or current information regarding me/us may be needed. Verifications and inquires that may be requested include, but are not limited to: personal identity, student status, employment, income, assets, and medical or childcare allowances. I/We understand that this authorization cannot be used to obtain information about me/us that is not pertinent to my eligibility for and continued participation in a TDHCA Affordable Housing Program.</p> <p><b>GROUPS OR INDIVIDUALS THAT MAY BE ASKED</b></p> <p>The groups or individuals that may be asked to release the above information include, but are not limited to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Past and Present Employers</td> <td style="width: 33%;">Welfare Agencies</td> <td style="width: 33%;">Veterans Administrations</td> </tr> <tr> <td>Support and Alimony Providers</td> <td>State Unemployment Agencies</td> <td>Retirement Systems</td> </tr> <tr> <td>Educational Institutions</td> <td>Social Security Administration</td> <td>Medical and Child Care Providers</td> </tr> <tr> <td>Bank and other Financial</td> <td>Utility Providers</td> <td>Previous Landlords</td> </tr> <tr> <td>Institutions Public Housing Agencies</td> <td>Appraisal Districts</td> <td>Insurance Carrier</td> </tr> </table>	Past and Present Employers	Welfare Agencies	Veterans Administrations	Support and Alimony Providers	State Unemployment Agencies	Retirement Systems	Educational Institutions	Social Security Administration	Medical and Child Care Providers	Bank and other Financial	Utility Providers	Previous Landlords	Institutions Public Housing Agencies	Appraisal Districts	Insurance Carrier
Past and Present Employers	Welfare Agencies	Veterans Administrations													
Support and Alimony Providers	State Unemployment Agencies	Retirement Systems													
Educational Institutions	Social Security Administration	Medical and Child Care Providers													
Bank and other Financial	Utility Providers	Previous Landlords													
Institutions Public Housing Agencies	Appraisal Districts	Insurance Carrier													

III. APPLICANT CERTIFICATION		
<p>I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and <b>will stay in effect for a year and one month</b> from the date signed. I/We understand I/ We have a right to review this file and correct any information that is incorrect.</p>		
_____ Applicant/Resident Printed Name	_____ Signature	_____ Date
_____ Co-Applicant/Resident Printed Name	_____ Signature	_____ Date
_____ Other Adult Member Printed Name	_____ Signature	_____ Date
_____ Other Adult Member Printed Name	_____ Signature	_____ Date

**NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. IF A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506, "REQUEST FOR COPY OF A TAX FORM" MUST BE PREPARED AND SIGNED SEPARATELY.**

**HOME Program Cancellation process and policy:**

Thank you for your application to the HOME Program. There is considerable work and costs that go into getting a homeowner approved for a new home thru the HOME Program.

Please understand that this process can and usually does take months and we will ask updates on paperwork on a continuing basis until you have been approved by The Texas Department of Housing and Community Affairs.

As we enter the final stages of the process of approval, the city will have to order an appraisal and survey on your property. These are mandatory items to be turned in with your application for approval. These are an expense to the city, and this is only reimbursed back to the city if your file is approved.

If you have doubts about moving forward with this process, please come and talk with us so that we can address your issues. Most of the time there is just clarification of facts that resolve things. If you do not want to proceed, you need to let the City or the City's consultant know in writing as soon as possible.

If you decide to cancel in the final stages, after the survey and appraisal has been completed, you will be responsible to paying back the city these fees since the city will no longer be able to get reimbursed back from Texas Department of Housing and Community Affairs.

If you understand and agree to these terms, please sign below on the signature line.

\_\_\_\_\_

Homeowner

Date:

\_\_\_\_\_

Homeowner

Date:

Information in regards to Possible Property Tax increase with your new HOME program house:

The Home program services low to moderate income families. We understand that most of our homeowners are on fixed incomes and that knowing what your monthly expenses are is important.

Once your new home is finished, we estimate your value at about \$135,000. This can change depending on the area your home is in, but this is a good estimate to look at. Unfortunately, we do not have anything to do with the Tax Appraisal office in your area.

After your home is built, the Tax Appraiser will reassess the value of your property and home and your property taxes will be adjusted accordingly. You should expect an increase. In rural areas, this increase may be minor but in more populated areas with a higher tax base, you may experience a larger jump in your property taxes, and you should be prepared for this increase. You should check with your tax office to get an idea of what you may be looking at. The tax office may give you a general idea of what you might expect to see. In many cases, they may give you the worst-case scenario since they will not have numbers until they send an appraiser out. While we may spend a \$135,000 to build your home, if homes around you are of lesser value, this may bring the value of your home down as well ultimately lessening your property taxes.

Unfortunately, the HOME Program cannot contribute to the payment of any property taxes and this is the full responsibility of the homeowner. A few items to take into consideration are the following:

- Your home will have a higher value and therefore if you should ever decide to sell your home after your affordability period has ended, you will have a larger value than previously.
- Your home was built with no payments required from you.
- Your new home is an energy efficient home.
- Your new home will not need major repairs any time in the immediate future. Therefore, you will not have to put money aside for this.

So, we hope that these benefits listed above will help counter the possible increase in your property taxes.

Thank you,  
Karen Rego  
Lacie Koska

Please sign below if you have acknowledged and accepted the information about Property Taxes.

\_\_\_\_\_  
Homeowner Date

\_\_\_\_\_  
Homeowner Date