

NEW APPLICANT QUESTIONNAIRE

Date: _____

1. What is your name? _____
2. What is the property address? _____
3. Are you the owner or the renter? _____
 - a. If Owner, are there any children under the age of six living in the property? YES NO
 - i. If No, are there any children under the age of 6 that visit for more than 8 hours per week?
YES NO
 - b. If no children under the age of six; is there a pregnant woman that lives in the property? YES NO
 - c. If no to any of the above; Unfortunately, you do not qualify for the program at this time, but we will place you on a wait list if an opportunity arises that we are able to put your property through.
 - d. If renter; I can take your information and email you an occupant packet, but unfortunately only the owner can sign up the property for the program.
 - i. Do you have the landlord's name and phone number so I can call them to present the program to them?
 1. Owner Name: _____
 2. Owner Address: _____
4. How many people in your household? _____
 - a. Do you exceed the income requirements?

Income Guidelines

The tenants' income must not be above the income guidelines listed below:

Family Size	Racine	Kenosha
1	\$48,350	\$50,150
2	\$55,250	\$57,300
3	\$62,150	\$64,450
4	\$69,050	\$71,600
5	\$74,600	\$77,350
6	\$80,100	\$83,100
7	\$85,650	\$88,800
8	\$91,150	\$94,550

*these incomes are based on 2022 income qualifications

5. Was the home built before 1978? YES NO
 - a. If No; Unfortunately, this property does not qualify for the program as we can only accept homes built before 1978.
 - b. If Yes; Great!! How can I get you the forms that need to be submitted to enroll?
 - i. Email Address: _____
 - ii. Mailing address: _____
 - iii. Drop them off to you: Address: _____
Good time to stop by: _____

c. What type of concerns do you have about your property? _____

d. What type of windows do you have? _____ Vinyl? _____ Aluminum? _____ Wood?
Are they painted? _____ Yes _____ No

e. Where in the home is there peeling and chipping paint? _____

f. Are there any areas/surfaces that are deteriorated? Meaning that there are holes in walls, floors, doors
or trim and baseboards. _____

g. Are the walls drywall or plaster? _____

6. How did you hear about our program? _____

7. Just a few stipulations for the owner to be aware of:

- a. The owner is responsible for 15% of the overall construction cost
- b. Once the contract is signed for the work to be performed, a lien will be placed on the property for 3 years
- c. If the property is under an LLC or Corporation, we will need a copy of the Articles of Organization
- d. No outstanding taxes or child support
- e. All listed on the deed must sign application and contract

COUNTY OF KENOSHA
KENOSHA/RACINE LEAD-FREE COMMUNITIES PARTNERSHIP



Property Owner's Grant Application/Service Agreement

I have applied to take part in the County of Kenosha Division of Health Housing and Urban Development (HUD) Lead Hazard Reduction Demonstration grant (hereinafter Lead Program). If the Lead Program chooses to move forward with this project, I understand that a certified Risk Assessor will be inspecting my property, acting as the Lead Program's technical agent of the repair of the property, which is located at

Owner's Responsibilities

I understand that even though the Lead Program provides funding, it is my responsibility to review specifications, review bid(s), consent to using an acceptable contractor (subject to Lead Program criteria and approval), and to sign the construction contracts. I acknowledge that I have been advised that I should inspect the work, and discuss with the contractor, or the Lead Program's personnel of any difficulties or poor workmanship observed. I understand that once materials are in place that cost of repair or replacement is substantial. I acknowledge that miniblinds cannot be cleaned to a lead-safe standard and, therefore, will be disposed of by the contractor at the expense of the party that furnished them. I also understand that prior to beginning work on the unit, all children under the age of 6 are required to have their blood tested for elevated lead levels.

I agree to give priority to low-income families with young children and can list the unit with the appropriate Housing Authority's Section 8 Program for a minimum of three (3) years upon completion of Work by the CONTRACTOR and a successful documented clearance test. In addition, I am aware cannot sell the property within three years after work is completed or may be subject to repayment of grant funds.

Lead & Radon Warning Statement

Before renting pre-1978 housing, I understand I must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. I must also distribute a federally approved pamphlet on lead poisoning prevention. I will provide all records and reports pertaining to lead based paint to all tenants and/or new owners including all abatement work completed. I shall furnish a copy of any completed radon report to all potential purchasers and before entering into a rental agreement with a prospective tenant, I shall disclose to the prospective tenant in writing whether the rental property has been tested for the presence of radon and, if so, what the test results were.

Occupant Protection and Temporary Relocation During Lead Hazard Reduction

In most jobs that require lead hazard reduction, our agency requires appropriate actions to be taken to protect occupants from lead-based paint hazards if the units will not be vacant during the rehab project. In those cases, occupants may not enter the worksite during the lead hazard reduction activities. Re-entry is permitted only after such activities are completed and the unit has passed a clearance examination.

Occupants of the unit do not have to be relocated if: rehab work will not disturb lead-based paint or create lead-contaminated dust; hazard reduction activities can be completed within one 8 hour daytime period and the

worksite is contained to ensure safety, prevent health or environmental hazards; exterior-only work is being performed where the windows, doors, ventilation intakes and other openings near the worksite are sealed during hazard reduction activities and cleaned afterward, allowing for a lead-safe entry to be maintained; hazard reduction activities will be completed within 5 calendar days and the work area is sealed, the area within 10 feet of the containment area is cleaned each day, occupants have safe access to sleeping areas, bathroom and kitchen facilities in the same housing unit or in another convenient location; and occupants are not permitted into the worksites until after clearance has been achieved. However, the Lead Program generally recommends some form of relocation to avoid complications.

If occupied units are to undergo more extensive lead hazard reduction activities, the occupants must be temporarily relocated. Tenants will be required to provide a credit card at time of relocation to be given to the hotel for incidentals, if the tenant does not have a credit card, the owner of the property will be required to supply a credit card to the Lead Program staff to provide to the hotel in case the tenant is to incur hotel incidentals. Most often, furniture and occupant belongings can be covered and sealed with protective plastic sheeting, although storage or movement of major furniture and removal of all small furnishings during the hazard reduction work may sometimes be necessary. The owners/occupants are responsible for carefully packing all breakables; removing all clothing from closets, etc. During the hazard reduction work, only workers trained in lead hazard reduction may enter the work site. This means that neither owners nor occupants are permitted to return to the work site during the day or at night. If you have special needs to re-enter the site, please contact the Lead Program. Only when the unit has been cleaned to the federal and state-mandated standards and passed a clearance examination is it safe and permissible to return to your home. The Program will notify you with an Authorization for Re-Occupancy. Sometimes the jobs are completed in stages, with indoor lead hazard reduction work occurring first and other renovation work following. In these cases interim lead dust clearance must be obtained prior to re-occupancy by the owners or occupants and other non-lead related rehabilitation workers. Final lead dust clearance must be repeated following the rehabilitation work to verify that the residence is free of lead hazards.

Kenosha Division of Health's Role

- A. I understand that the Lead Program will inspect work in progress to assure compliance with Health and Safety criteria and progress of work. However, these inspections are not a guarantee of any type, and do not make the Lead Program responsible for the quality of the work, or responsible for any contractor or worker's performance.
- B. I understand that the staff of the Lead Program cannot be personally available for all inspections of each segment of the work performed on the construction site and that both the Lead Program and its employees, members, officers, and directors will reasonably rely on the competence and skill of each individual contractor as is normal in the course of such business negotiations, transactions, and execution of the contract.

County of Kenosha HUD Lead Hazard Control Program Emergency Authority

I authorize the staff of the Lead Program to issue emergency orders and/or instructions in the event that the Lead Program's Risk Assessor is available to observe the work in progress, and can anticipate that without authority to issue such instructions, work will be done which will substantially alter the intentions of the homeowner, injure the property or violate the specifications of the contract.

Upon the issuance of such orders or instructions, The Lead Program's Risk Assessor will contact the general contractor or subcontractor most directly responsible for the work in question and the homeowner as quickly as possible, and all parties will examine and approve or re-negotiate the work in question before the job proceeds.

General Provisions

- A. I further agree to hold harmless and indemnify the Lead Program and its employees, members, officers, and directors, in connection with acts performed by them which would reasonably be associated with consultation, technical advice, financial counseling, property inspections and risk assessments and other related activities.
- B. I verify that I am not an immediate family member of the Kenosha/Racine Lead-Free Communities Partnership.
- C. I authorize the staff of the Lead Program to obtain or provide specific reports, such as Section 8 Inspection Checklists, building code inspection reports, repair specifications, cost estimates, contractors' bids (and such other reports which said staff deems necessary to perform its functions).
- D. Whenever the pronouns "I," "my," "we" are used in this agreement they shall mean "we," "our," and "us" respectively, if more than one owner signs below.

Name of Owner(s)

LLC, INC etc and complete full names first & last - please print LLCs will need to provide Letters of Incorporation

_____	Phone: _____	Email address: _____
_____	Phone: _____	Email address: _____
_____	Phone: _____	Email address: _____

Address of Property (street, city & zip): _____

Address of Owner (if not the same) (street, city & zip): _____

No. of years you have owned this property: _____

How did you hear about this grant? _____

NOTE MANDATORY: On all properties entered into the Lead Program; The lowest living space level of the home may have a Radon Test conducted.

Read the following statements and sign on the line below.

- I certify that the information in this application (including income) is true to the best of my knowledge.
- I understand that the information may be checked and that I may have to show documents to support it.
- I am aware that I may be prosecuted for fraud and/or perjury if I deliberately give false information.

_____	Owner	_____	Date
_____	Owner	_____	Date
_____	Lead Program	_____	Date

(IF RENTAL)

Tenant Name: _____ Phone: _____ Unit: _____
 Children present: Yes No Children under 6 present: Yes No

Tenant Name: _____ Phone: _____ Unit: _____
 Children present: Yes No Children under 6 present: Yes No