



## Troy Community Land Bank - 2026 Home Repair Application

### 1. Applicant Information

Please provide the following information for all property owners. If there are multiple owners, each must be listed and may be required to provide documentation and signatures.

**Primary Applicant Name:**

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**Co-Applicant Name(s) (if applicable):**

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**Property Address:**

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**Mailing Address (if different):**

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**Phone Number:**

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**Email Address:**

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**Preferred Method of Contact:**

Phone       Email       Text

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### Certification

I certify that the information provided above is true and accurate to the best of my knowledge. I understand that additional documentation may be required to verify ownership, residency, and eligibility.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Co-Applicant Signature (if applicable):** \_\_\_\_\_

**Date:** \_\_\_\_\_

### 2. Property Information

Please provide detailed information about the property for which you are seeking assistance.

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**Primary Heating Type:**

- Gas  
 Electric  
 Oil  
 Other: \_\_\_\_\_



**Approximate Age of Major Systems (if known):**

Roof: \_\_\_\_\_

Heating System: \_\_\_\_\_

Electrical: \_\_\_\_\_

Plumbing: \_\_\_\_\_

**Have there been any recent repairs or improvements?**

Yes

No

If yes, please describe:

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**Are there any known code violations on the property?**

Yes

No

If yes, please describe or attach documentation:

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**Property Condition Summary**

Please briefly describe the overall condition of the property and the main issues you are experiencing:

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**3. Ownership and Residency Verification**

To confirm eligibility, applicants must provide documentation verifying ownership of the property and that it is their primary residence.

**Ownership Documentation (check all that apply and attach copies):**

Deed

Property Tax Bill

Mortgage Statement

Other: \_\_\_\_\_

**Is the property your primary and permanent residence?**

Yes

No

**Please provide at least one of the following to verify primary residency:**

Driver's License or State ID

Utility Bill (electric, gas, water, etc.)

Voter Registration

Other: \_\_\_\_\_



**Certification**

I certify that I am the legal owner of the property listed in this application and that it is my primary residence.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Co-Applicant Signature (if applicable):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**4. Income Eligibility Documentation**

Applicants must demonstrate that household income does not exceed program limits (up to 120% of Area Median Income).

**Total Number of Household Members:** \_\_\_\_\_

**Total Monthly Household Income:**

\_\_\_\_\_

Please list all household members and sources of income:

<b>Name</b>	<b>Relationship</b>	<b>Income Source</b>	<b>Monthly Income</b>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Total Annual Household Income:**

\_\_\_\_\_

**Income Documentation (check all that apply and attach copies):**

- Most Recent Tax Return
- Social Security / Disability Statement
- Pension or Retirement Income
- Unemployment Benefits
- Proof of Public Assistance (SNAP, WIC, etc.)
- Other: \_\_\_\_\_

\_\_\_\_\_



**Certification**

I certify that all income information provided is complete and accurate. I understand that this information will be used to determine program eligibility.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Co-Applicant Signature (if applicable):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**5. Asset Disclosure**

As part of the application process, the Land Bank will review household assets to better understand financial need and prioritize funding.

Please list all accessible assets held by members of the household. Include approximate values. Retirement accounts and pension benefits are not required to be disclosed as part of this application.

<b>Asset Type</b>	<b>Description</b>	<b>Estimated Value</b>
Bank Accounts	Checking / Savings	_____
Cash	On hand	_____
Investment Accounts	Stocks, bonds, etc.	_____
Real Estate	Other properties owned	_____
Vehicles	Cars, trucks, etc.	_____
Other Assets	(please describe)	_____

**Total Estimated Value of Assets:**

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**Certification**

I certify that all asset information provided is complete and accurate to the best of my knowledge. I understand that failure to disclose assets may impact eligibility or result in recapture of funds.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Co-Applicant Signature (if applicable):** \_\_\_\_\_

**Date:** \_\_\_\_\_



**6. Description of Repair Needs**

Please describe the repairs needed at your property. Focus on issues related to safety, code compliance, and structural conditions.

**What are the primary issues at the property?**

- Roof
- Foundation / Structural
- Heating System
- Electrical
- Plumbing
- Exterior (sidewalks, access, etc.)
- Accessibility Modifications
- Code Violations
- Other: \_\_\_\_\_

**Please describe the condition and issues in detail:**

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**How long have these issues existed?**

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**Have these issues worsened over time?**

- Yes
- No

If yes, please explain:

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**Are any of these issues affecting the safety or habitability of the property?**

- Yes
- No

If yes, please explain:

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**Have you received any estimates or quotes for this work?**

- Yes
- No

If yes, please attach and describe:

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This section will be used to evaluate eligibility and prioritize projects based on need, scope, and impact.



### 7. Photographs of Existing Conditions

Applicants are required to submit photographs documenting the current condition of the property and the areas in need of repair.

Please include clear photos of:

- Exterior of the property (front and rear)
- Any visible structural issues (roof, foundation, siding, etc.)
- Interior conditions related to the repair (if applicable)
- Mechanical systems (heating, electrical, plumbing) where relevant
- Any safety or code related concerns

#### Photo Submission:

Photos attached to application

Photos will be submitted electronically

If submitting electronically, please provide details:

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The Land Bank may also conduct a site visit to document conditions and verify the scope of work.

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### 8. Project Prioritization and Impact

All applications are reviewed based on program priorities and available funding. Not all applicants will be selected.

Projects are prioritized based on factors including:

- Severity of repair needs and existing conditions
- Health and safety concerns
- Structural integrity and major building systems
- Impact on maintaining safe and habitable housing
- Household income and financial need
- Applicant assets
- Project readiness
- Property location and census tract (AMI levels)

#### Applicant Impact Statement

Please describe how the proposed repairs will improve the condition of your property:

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#### What will happen if these repairs are not completed?

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**Is there anything else you would like the Land Bank to consider when reviewing your application?**

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This section helps the Land Bank understand the urgency, impact, and overall importance of your project.

### **9. Contractor Procurement and Project Process**

The Troy Community Land Bank will lead and oversee the contractor procurement and project delivery process.

Projects are completed through a structured process that includes:

- Development of a detailed scope of work by the Land Bank
- Solicitation of pricing from qualified contractors
- Evaluation of bids based on cost, experience, and ability to perform the work
- Selection of a contractor in coordination with the homeowner
- Execution of a three-party agreement between the homeowner, contractor, and Land Bank
- Ongoing project oversight, including inspections and quality control

The Land Bank maintains will solicit pricing using an RFP process. Contractor selection is based on lowest most responsible bidder in the opinion of our board following the land banks procurement policy which is on our website.

The Land Bank will communicate with the contractor, monitor progress, and approve payments. Contractors will be paid directly by the Land Bank.

Homeowners may not select themselves, family members, or related businesses as the contractor for the project.

### **10. Participant Agreement**

If selected, applicants will be required to enter into a Participant Agreement with the Troy Community Land Bank.

This agreement will outline the scope of work, funding amount, and responsibilities of all parties. At a minimum, the agreement will include:

- Agreed upon scope of work
- Estimated grant amount
- Contractor procurement and selection process
- Project timeline and completion requirements
- Permitting requirements
- Inspection and oversight provisions
- Payment procedures
- Conditions for termination or withholding of payment
- Dispute resolution procedures

All work must be approved in advance and completed through the program. Work completed prior to approval is not eligible for reimbursement.



**11. Attestations and Certifications**

Applicants must review and sign the following attestations as part of the application and participation process:

**Program Use Attestation**

I certify that the requested repairs are intended to stabilize and preserve the property and are not being undertaken for the purpose of facilitate the sale or transfer of the property.

**Financial Disclosure Attestation**

I certify that all income and asset information provided in this application is complete and accurate. I understand that this information will be used to determine eligibility and prioritization.

**Program Compliance Attestation**

I agree to comply with all program requirements, including allowing property inspections, following the approved scope of work, and cooperating with the Land Bank throughout the project.

**No Conflict of Interest**

I certify that I, or any member of my household, do not have a financial interest in any contractor that may perform work at my home under this program.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Co-Applicant Signature (if applicable):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**12. Conflict of Interest Disclosure**

To ensure fairness and transparency, applicants must disclose any potential conflicts of interest.

**Do you, or any member of your household, have a financial or personal relationship with any contractor who may perform work under this program?**

Yes

No

If yes, please describe:

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**Are you, or any member of your household, an employee, board member, or affiliated with the Troy Community Land Bank?**

Yes

No



If yes, please describe:

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**Certification**

I certify that the information provided above is complete and accurate. I understand that failure to disclose a conflict of interest may result in disqualification from the program or recapture of funds.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Co-Applicant Signature (if applicable):** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**13. Environmental Review Acknowledgment**

All projects funded through this program are subject to environmental review requirements.

No work may begin until the Troy Community Land Bank has completed all required environmental review processes and has issued approval to proceed.

I understand that:

- Project approval is contingent upon environmental review
- No work may begin prior to receiving written authorization
- Any work completed prior to approval is not eligible for funding

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**Acknowledgment**

I acknowledge and agree to comply with the environmental review requirements of the program.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**14. Application Checklist**

Please ensure that the following items are included with your application:

- Completed Application Form
- Ownership Documentation (deed, tax bill, or mortgage statement)
- Proof of Primary Residence (ID, utility bill, etc.)
- Income Documentation (pay stubs, tax return, benefit statements, etc.)
- Asset Disclosure
- Photographs of Property Conditions
- Description of Repair Needs
- Any available contractor estimates (if applicable)

Incomplete applications may delay review or result in ineligibility.

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### **15. Submission Instructions**

Applications may be submitted using one of the following methods:

**By Email:**

[brad.lewis@troycommunitylandbank.org](mailto:brad.lewis@troycommunitylandbank.org)

**By Mail or In Person:**

Troy Community Land Bank  
871 River Street Suite 1  
Troy NY 12180

**Questions or Assistance:**

Phone or Text: 518.279.6631 x3  
Website: [www.troycommunitylandbank.org](http://www.troycommunitylandbank.org)

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Applications will be reviewed on a rolling basis or as funding allows. Applicants will be notified of their status within approximately 30 days of submitting a complete application. The application should