



Dear Butler County Resident,

Thank you for contacting Supports to Encourage Low-income Families (SELF) about the Home Repair Program. Below is the process for applying. This is an income-based program. If you are eligible for free repairs and mobility improvements for your home, and we are able to do your repairs, they will be completed at NO CHARGE TO YOU!

We accept applications for repairs year-round, but **we often have up to a one year waiting list** and not all requested repairs can be accommodated.

SELF has helped many low-income homeowners with handicap ramps, improving accessibility (installing/repairing handrails and steps, grab bars, porches, etc.), minor siding repairs, interior and exterior painting, addressing water drainage issues, soffit and gutter repairs, drywall repairs, among others. **We generally cannot do plumbing, heating/air, electric, roofing, doors and windows, or flooring. If you need these types of repairs, please list them on your application.**

We also are unable to do most repairs on mobile homes. Nonetheless, we still encourage you to apply. If we are unable to complete repairs, we can refer you to other agencies who may be able to help.

Below is a list of documentation that will be required. Please include copies of all required documents with your application: **We are unable to start any work until all required documents are received.**

1. CSBG intake and Application form, attached.
2. Valid Picture ID.
3. Social security cards for **ALL** household members.
4. Proof of current income for ALL household members 18 and over.
 - a. **IF YOU OR ANY HOUSEHOLD MEMBER RECEIVE A FIXED MONTHLY PAYMENT (SOCIAL SECURITY, DISABILITY, PENSION, ETC) YOU WILL NEED TO PROVIDE A CURRENT AWARD LETTER OR CURRENT BANK STATEMENT SHOWING ELECTRONIC DEPOSIT OF INCOME IF EMPLOYED:**
 - a. If paid weekly – you need 13 current, consecutive pay stubs
 - b. If paid bi-weekly – you need 7 current, consecutive pay stubs
 - c. If paid monthly – you need 3 current, consecutive pay stubs
5. Deed to your home ***City of Hamilton Residents only**

SUBMIT YOUR APPLICATION BY ONE OF THESE METHODS:

1. Drop boxes located at **415 S Monument Ave, Hamilton, Ohio 45011** and **930 9th Ave, Middletown, Ohio 45044**
2. Mail to **P.O. Box 1322 Hamilton, Ohio 45012**
3. Email at: **mlowry@selfhelps.org**
4. Fax to **513-737-3889**

If you have additional questions, please call 513-664-0174

Sincerely,

Neighbors Who Care Home Repair Program