

INSTRUCTIONS FOR COMPLETING CLOSE OCCUPANT FORM & FREQUENTLY ASKED QUESTIONS

1. HOME ADDRESS

Please enter information about your home. Enter:

- Street Address
- Apt #
- Floor (1st, 2nd, etc.)
- Zip
- Type of occupant (Are you an owner or a tenant?)

2. OCCUPANT INFORMATION

In this section enter information about yourself, including:

- Last Name
- First Name
- Spouse's Name (if applicable)
- Primary Phone Number
- Email Address (if applicable)
- Cell Phone Number
- Length of time you have lived in your current home
- Current rent or mortgage payment
- Housing Assistance Voucher – Do you currently have this voucher from CMHA?
- Plans to move in the next 6 months?
- Are you a Citizen of the U.S.?
- Are you a City of Cincinnati Employee?
- Is English your primary language? If not, what is your primary language?
- Do you use your home to babysit or provide daycare to children under 6 years of age?
- How many children (outside of those living in your home) ages 0 to 5 years old visit your home more than 6 hours a week?
- How did you hear about our program? If something, other than your landlord or property owner, please specify.

3. OCCUPANT FAMILY INFORMATION

Please enter information about your family in this section, including:

- Total # of people currently living in your home, INCLUDING yourself
- # of women living in your home that are pregnant
- # of people in your home that are 0 to 5 years old
- # of people in your home that are 6 to 17 years old
- # of people in your home that are older than 17 years old

Complete the chart at the end of this section for each child under the age of 6 living in your home OR that visits more than 6 hours a week. For each child in this age group, list:

- First and last name
- Birthdate
- Whether the child lives in the home or visits more than 6 hours a week
- Whether the child has had their blood lead level tested
- Blood lead level, if tested
- Approximate date of blood lead level, if tested

NOTE: It is EXTREMELY important that all children under the age of 6 that either live in a home accepted in to the CLOSE program, or that visit such a home more than 6 hours a week, have their blood lead level tested within 6 months of a CLOSE project being completed. If any of the children are 1 or 2 years of age OR are under 6 but have never had their lead level tested, the test can be done for free at a Cincinnati Health Department Clinic. Please contact 513-357-7420 for more information.

4. RELOCATION INFORMATION

All occupants – both owner and tenants – will more than likely need to temporarily move from their home for a short time for their health and safety. This temporary relocation usually lasts up to 1-2 weeks, but can vary depending on the property. The CLOSE program will work with occupants to prepare them for relocation. Owner occupants will, in most cases, need to stay with friends/family, or be prepared to fund their own stay at

another location. Tenants will be given financial assistance to relocate.

Please indicate, in this section, if you are willing to move temporarily, and if NOT, please explain why.

5. OCCUPANT INCOME AFFIDAVIT

Please complete this section for ALL household members receiving any type of regular income, no matter what the age. If more than 4 household members receive income, list additional members on the back of this page. For each household member receiving income list:

- Name
- Occupation
- Employer (if applicable)
- Employer's Address, if employed
- Length of Employment, if employed
- Approximate Monthly Wages, if employed
- Total of All Other Monthly Income (outside of work), including but not limited to:
 - a. Social Security
 - b. Disability
 - c. Child Support
 - d. Public Assistance
 - e. Unemployment
- Source(s) of other monthly income
- Approximate Total of All Monthly Income, from work and other sources

If there is NO ONE receiving any sort of monthly income and thus, nothing is entered in the income chart, please explain, your financial situation.

NOTE: If more than 6 months pass between submitting an application to the CLOSE program and work on the project being completed, all occupants will be asked to submit up-to-date income information and verification documents.

6. INCOME AFFIDAVIT SIGNATURE

Please check all your entries in the chart in "Section 5. Occupant Income Affidavit" and sign in this section certifying the income information is true and accurate to the best of your knowledge. A spouse, or co-tenant should also sign in this section.

7. ITEMS TO BE SUBMITTED WITH APPLICATION

All occupant applications should be fully completed, signed in all applicable places, and submitted with the following:

- 2 most recent paystubs from each working household member's employer. These should be dated within 1-2 months of application date.
- Copies of most recent year's tax forms, for all household members that filed.
- Letters of verification for all sources of "Other Monthly Income", if applicable, received by household members. Sources of "Other Monthly income could include Social Security, Disability, Child Support, Public Assistance, Unemployment, Etc.
- Copy of complete utilities bill, if paid by occupant. This should show the current amount due and the last payment date/amount. The bill should be dated no more than 2 months before application date.
- Copy of complete water bill, if paid by occupant. This should show the current amount due and the last payment date/amount. The bill should be dated no more than 2 months before application date.

NOTE: If more than 6 months pass between submitting an application to the CLOSE program and work on the project being completed, all occupants will be asked to submit up-to-date income information and verification documents.

8. APPLICATION DISCLAIMER AND SIGNATURES

Occupants should read the disclaimer carefully, print their name, then sign and date the application. Spouses or co-tenants should also sign in this section.

9. GENERAL NOTICE – TO BE SIGNED BY TENANTS ONLY

Tenants should read the General Notice carefully, then sign and date. Spouses or co-tenants should also sign in this section.

Tenant-Occupants: You may submit all documents to your landlord, or if you prefer, can send them directly to the CLOSE program. Occupant applications will only be reviewed after receiving a "CLOSE Owner Application" for the property.

Owner-Occupants: Please submit this application, your owner application, and all other documentation together.

To mail documents, send to: CLOSE Grant Program, Attn: Intake Coordinator, 3301 Beekman St., Cincinnati, Ohio 45225.

To drop off documents in person, bring them to the CLOSE Grant Program Office inside the Millvale Recreation Center at 1989 Millvale Ct., Cincinnati, OH 45225.

FREQUENTLY ASKED QUESTIONS **(FOR TENANT-OCCUPANTS)**

- **Why am I being asked to submit this information?**

Your landlord has applied to the CLOSE program to make your home lead-safe. In order for the application to be approved, the CLOSE program must gather information about the current occupant(s). All occupants must be considered low-income, and priority is given to occupants that have children under the age of 6 living with them or visiting frequently.

- **Can I submit the information directly to the CLOSE program (instead of giving it to my landlord)?**

Yes! You may mail or submit documents in person to the addresses listed in this application.

- **When will work start on my home or unit?**

Usually projects are completed within 4 to 8 months of submitting applications. This can vary quite a bit, depending on the project itself, weather, contractor schedule, and any number of unforeseen circumstances. You will be given more information about work start dates and temporary relocation dates as the project progresses.

- **Why should I agree to participate in this program?**

The biggest benefit to participating is that your home will be made lead-safe for you, children under 6 years old that live with your or visit, and for your pets. This often (but not always) includes window replacement, which can improve safety, energy efficiency, and the look of your home.

- **Will this program cost me anything?**

This program will not cost you anything above your normal rent and monthly utilities (or anything else you normally pay to live in your

home). For health and safety reasons, most tenants will be required to move from their home temporarily, either to a vacant unit in their building, or to another location. In either situation, current tenant-occupants will receive financial assistance to help with accommodations. The amount of financial assistance will vary depending on the project, family size, and length of relocation needed.

- **What if I decide to move from this home permanently after completing an occupant application, but before the work is completed?**

The CLOSE program is required to keep your application on file after you move, but we will not use it for any purpose. The project in the home you are renting will not necessarily be affected by your move. You will not receive any financial assistance from the CLOSE program to move *permanently*.

- **Who do I contact with questions or concerns?**

Contact your landlord with questions or concerns about the CLOSE program.