

# Heart and Hand House, Inc.

P.O. Box 128  
Philippi, WV 26416  
(304) 457-1295

To: Home Construction Applicants

These Instructions will assist you in properly completing the application process so that you may be served more efficiently.

After completing your application form, call Heart and Hand (457-1295) and arrange for an appointment with Mike Miller to discuss the construction program and your application. **No applications will be accepted without an appointment.**

Please bring your **application, verification of income, and proof of property ownership** to your appointment. This will make the process go faster and help you avoid repeated trips to Heart and Hand.

## **New House Program Information:**

Applicants Must:

- Have current need for adequate housing
- Own and have a deed to their land
- Have access to water, sewer, and electric
- Demonstrate ability to pay a reduced mortgage, insurance, and property tax
- Live in Barbour County
- Meet income guidelines

<b>Household size:</b>	<b>Gross Monthly Income:</b>
1	\$1107
2	\$1484
3	\$1861
4	\$2238

Selection will favor small two bedroom homes with a possible three bedroom max. Applicant may be required to pay processing fees for a title search and credit history.



**NEW HOME CONSTRUCTION INFORMATION** NAME \_\_\_\_\_ DATE \_\_\_\_\_

1. Do you own the land for your building site (required)? **Yes**\_\_\_\_ **No**\_\_\_\_

2. Do you have a deed to the property? **Yes**\_\_\_\_ **No**\_\_\_\_

3. Is your property free of liens (debts)? **Yes**\_\_\_\_ **No**\_\_\_\_ **Not Sure**\_\_\_\_

4. Is there currently a house on the site? **Yes**\_\_\_\_ **No**\_\_\_\_

5. How many bedrooms do you need? \_\_\_\_\_

6. In a new house what would your water supply be? (Circle one)

**Well**      **City Water**

7. In a new house what would your heat source be? (Circle one)

**Gas**   **Propane**   **Wood**   **Electric**   **Other:**\_\_\_\_\_

8. In a new house how would your waste water be handled? (Circle one)

**Public Sewer**   **Septic System**