

Request For Services – Supporting Documentation

(318)673-7508

E-mail: community@shreveportla.gov

In order to process your Request for Services Application, you must submit the documents listed below:

1. Copy of the Deed to your property

- Can be obtained from Caddo Parish Court House

2. Copy of your Current Homeowner or Fire Insurance (with Dwelling Coverage)

- Must be a current policy showing dates of coverage, amount of coverage, and type of coverage

3. Copy of your Current Paid City Tax Receipt

4. Copy of your Current Pay Stub or Proof of Income

- Employer Name
- Employer Address
- Employer Phone Number
- Contact Person or Supervisor
- Recent paycheck stubs **OR** Social Security award letter, Retirement check copy, etc.
- Past two years complete income tax returns

5. Copy of your Current Homestead Exemption Receipt

6. Copy of your Current Bank Statement for ALL Accounts

- Bank Name, Address, Phone Number
- Type of Account
- Account Number
- CD, Annuity or IRA Information

All documents must be submitted with the Request for Services Application. If you do not submit the above information, your file will not be complete and no action can be taken. You will receive a letter listing the above requirements and stating:

Your file is being placed in the inactive files. The missing items, which have been highlighted for you, MUST be supplied within 30 days or your Request for Services will be denied. When you have the information, call the office at (318)673-7508 to schedule an appointment to bring ALL of the information.

If you have any questions or concerns please call (318)673-7508.

**CITY OF SHREVEPORT
NEIGHBORHOOD REVITAIZATION PROGRAM**

AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern;

I/We hereby authorize you to release to the City of Shreveport, for verification or re-verification (quality control) purposes, information necessary to process my/our request for service. This information includes, but is not limited to, my/our past and present employment status, my/our bank accounts, my/our past and present consumer credit record, and my/our past and present mortgage and/or rent record.

The information furnished to the City of Shreveport is for their confidential use in processing my/our mortgage loan/grant request for service.

Your prompt reply to the City of Shreveport will be appreciated.

Applicant's Signature

Date

Co-Applicant's Signature

Date

PRIVACY ACT NOTICE: This information is to be used by the agency collecting it or its assignees in determining whether you qualify as prospective mortgagor under its program. It will not be disclosed outside the agency except as required and permitted by law. You do not have to provide this information, but if you do not, your application for approval as a prospective mortgagor or borrower may be delayed or rejected. The information requested in this form is authorized by Title 38, USC, Chapter 37 (if VA); by 12 USC, Section 1701 et .seq. (if HUD/FHA); by 42 USC, Section 1452b (if HUD/CPD); and Title 42 USC, 1471 et. Seq. or 7 USC, 1921 et. seq. (if USDA/FmHA).

Date _____

I, the undersigned, do acknowledge the presence or absence of children under the age of six (6) residing in my home, or who stay in my home more than six (6) hours each week, by checking the appropriate statement below.

_____ I DO have small children residing in or staying in my home.

_____ I DO NOT have any small children residing in or staying in my home.

Homeowner

Date

WATCH OUT FOR LEAD-BASED PAINT POISONING

IF THIS PROPERTY WAS CONSTRUCTED BEFORE 1978, THERE IS A POSSIBILITY IT CONTAINS LEAD-BASED PAINT. PLEASE READ THE FOLLOWING INFORMATION CONCERNING LEAD-BASED PAINT POISONING.

SOURCES OF LEAD-BASED PAINT:

The interiors of older homes and apartments often have layers of lead-based paint on the walls, ceilings, window sills, door and door frames. Lead-based paint and primers may also have been used on outside porches, railings, garages, fire escapes and lamp posts. When the paint chips, flakes or peels off, there may be a real danger for babies and young children. Children may eat paint chips or chew on painted railings, window sills or other items when parents are not around. Children can also ingest lead even if they do not specifically eat paint chips. For Example, when children play in an area where there are loose paint chips or dust particles containing lead, they may get these particles on their hands. Put their hands into their mouths. And ingest a dangerous amount of lead

HAZARDS OF LEAD-BASED PAINT POISONING:

Lead poisoning is dangerous—especially to children under the age of seven (7). It can eventually cause mental retardation, blindness and even death:

SYMPTOMS OF LEAD-BASED PAINT POISONING:

Has your child been especially cranky or irritable? Is he or she eating normally? Does your child have stomach aches and vomiting? Does he or she complain about headaches? Is your child unwilling to play? These may be signs of lead poisoning. Many times though, there are no symptoms at all. Because there are no symptoms, does not mean that you should not be concerned if you believe your child had been exposed to lead-based paint.

ADVISABILITY AND AVAILABILITY OF BLOOD LEAD LEVEL SCREENING:

If you suspect that your child had eaten chips of paint or someone told you this, you should take your child to the doctor or clinic for testing. If the test shows that your child has an elevated blood level, treatment is available. Contact your doctor or local health department for help for more information. Lead screening and treatment are available through the Medicaid Program for those who are eligible. If your child is identified as having an elevated level, you should immediately notify the Department of Community Development or another agency to which you or your landlord is applying for rehabilitating assistance so the necessary steps can be taken to test your unit for lead-based paint hazards. If your unit does have lead-based paint, you may be eligible for assistance to abate that hazard.

PRECAUTIONS TO TAKE TO PREVENT LEAD-BASED PAINT POISONING:

You can avoid lead-based paint poisoning by performing some preventive maintenance. Look at your walls, ceilings, doors, door frames and window sills. Are there places where the paint is peeling, flaking, chipping, or powdering? If so, there are some things you can do immediately to protect your child:

1. Cover all furniture and appliances
2. Dust containing lead can be a health hazard. **DO NOT** vacuum loose paint. Sweep and damp mop.
3. Sweep up all pieces of paint and plaster and put them in a paper bag or wrap them in newspaper. Put these packages in the trash can. **DO NOT BURN THEM.**
4. Do not leave paint chips on the floor or in window sills. Damp mop floors and window sills in and around the work to remove all dust and paint particles. Keeping these areas clear of paint chips, dust and dirt is easy and very important.
5. Do not allow loose paint to remain within your children's reach since children may pick loose paint off the lower part of the walls.

HOMEOWNER MAINTENANCE AND TREATMENT OF LEAD-BASED PAINT HAZARDS:

As a homeowner, you should take the necessary steps to keep your home in good shape. Water leaks from faulty plumbing, defective roofs and exterior holes or breaks may admit rain and dampness into the interior of your home. These conditions damage walls and ceilings and cause paint to peel, crack or flake. These conditions should be corrected immediately. Before repainting, all surfaces that are peeling, cracking, chipping should be thoroughly cleaned by scraping or brushing the loose paint from the surface, and then repainted with two (2) coats of non-lead paint. Instead of scraping and repainting, the surface may be covered with other material such as wallboard, gypsum, or paneling. Beware that when lead-based paint is removed by scraping or sanding, dust is created, which may be hazardous. The dust can enter the body either by breathing it or swallowing it. The use of heat or paint removers could create a vapor or fume which may cause poisoning if inhaled over a long period of time. Whenever possible, the removal of lead-based paint should take place when there are no children or pregnant women on the premises. Simply painting over defective lead-based paint surfaces does not eliminate the hazard. Remember that you, as an adult, play a major role in the prevention of lead poisoning. Your actions and awareness about the lead problem can make a big difference.

TENANT AND HOMEBUYER RESPONSIBILITIES:

You should immediately notify the management office or the agency through which you are purchasing your home if the unit has flaking, chipping, powdering or peeling paint, water leaks from plumbing or a defective roof. You should cooperate with that office's efforts to repair the unit.

I have received a copy of the Notice entitled "Watch Out for Lead-Based Paint Poisoning"

Signature _____

Date _____

Print Full Name _____



CITY OF SHREVEPORT

Bureau of Housing and Business Development
PRELIMINARY APPLICATION
REQUEST FOR SERVICES



Date of Application _____

Neighborhood _____

Council District _____

Services Requested: (Please Check)

- Emergency Rehab, Handicap Accessibility, Happy, Limited Repair, Lead Base Paint, PYHO-Federal, Raise the Roof, Reconstruction, Special Projects, World Changers

FOR OFFICE USE ONLY
Year, Program Code, Applicant No., Inspector Assigned, Date Inspected

Applicant Name, Co-Applicant Name, Social Security #, Home Telephone No., Date of Birth, Monthly Income, Property Address, Mailing Address, Place of Employment, Employer Address, Employer Telephone, Race, Homeowner applied for Homestead Exemption, City Taxes Paid, Number of Household Members, Number of Children Under Age Seven(7) in House, Physical Characteristics of House, Briefly describe services needed for house

I realize that this is on a preliminary Request for Services and does not constitute a guarantee that services will be provided or that a loan or grant will be approved. I understand my Request for Service will be processed on a first-come, first-serve basis, depending upon funding availability.

Signature of Applicant: _____

Date: _____