



Home Repair Partnership Agreement

We build strength, stability, self-reliance *and* shelter.

This is a **SAMPLE DOCUMENT ONLY** for your viewing. If accepted into the program, a personalized Partnership Agreement will be sent to you by Habitat for Humanity of Central Lane.

Date

First & Last Name

Address

Address

Dear Name,

Congratulations! You have been selected by Habitat for Humanity of Central Lane (“HFHCL”) to partner with us in our Home Repair Program!

HFHCL works to eliminate sub-standard housing by assisting low-income homeowners, including veterans, seniors and disabled homeowners with minor exterior home repairs. Upon completion of this program, you will have received one or more home repairs from HFHCL with a zero-interest loan.

This Partnership Agreement is intended to help you understand the Home Repair Program. You are encouraged to read this document fully and to ask HFHCL staff any questions you may have prior to a decision to partner with us.

Scope of Work:

The Work (“Work”) to be performed is described in the attached Scope of Work (Exhibit A), which HFHCL staff will review with you. (Initial _____)

Upon completion of the repair work, you will sign the attached Certificate of Completion (Exhibit B) including a payment plan with the actual cost of the project. (Initial _____)

Price and Payment:

The total price for performance of the Work, including all labor, materials and other charges will not exceed the estimated cost of \$_____. The actual cost will be calculated when the Work has been completed and will be included in the Certificate of Completion. Habitat will cooperate with the Homeowner to calculate an affordable payment. The price will be paid by Homeowner to Habitat through equal monthly installments over a term of _____ months (up to a maximum of two (2) years). (Initial _____)

Limitations and Liability:

HFHCL does not commit to ongoing maintenance of the property on which repair work is performed. Maintenance and upkeep are solely the responsibility of the homeowner(s). (Initial _____)

HFHCL will correct, at its own expense, any defects in the work due to defective materials or workmanship detected within six (6) months after the signing of the Certificate of Completion. You must give HFHCL written notice of any such defects. This warranty does not cover loss or damage to personal property, any loss or



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damage resulting from your failure to promptly notify HFHCL of a problem, or normal wear and tear.

(Initial _____)

HFHCL will convey to you any warranties by manufacturers or suppliers on individual materials, products or systems supplied by HFHCL under this agreement. (Initial _____)

Work Requirements:

Habitat will cooperate with you to prepare an estimated time schedule relating to the Work, and you will make the property available for performance of the Work on the days required by the schedule. Subject to confirmation of the Work schedule and subject to delays due to inclement weather, Habitat shall use best efforts to commence the Work by _____. (Initial _____)

You must be present at the work site while all repair work is performed. Staff will make reasonable efforts to schedule repair work with you in advance. (Initial _____)

Children under the age of 16 years must be kept from entering any area where construction or repair work is being performed. (Initial _____)

All animals on the property must be fully contained in isolation from HFHCL staff, volunteers, contractors or other representatives during the course of the Work. (Initial _____)

Sweat Equity:

“Sweat Equity” refers to the actual hands-on involvement of selected partners in the constructions of Habitat homes and other activities. HFHCL requires homeowner(s) and any additional able-bodied adult(s) (18 years or older) residing at the property in the Home Repair Program to complete at least one (1) hour of Sweat Equity for each \$100.00 of project cost up to \$1,000.00. An additional one-half (.5) hour of Sweat Equity is added for each \$100.00 over \$1,000.00. If hours are beyond the number of hours it takes to complete the project, the Homeowner can volunteer on another Habitat project. Homeowner’s family and friends may contribute up to 50% of the required Sweat Equity. Total to be _____ hours. (Initial _____)

Work Site Procedures:

To earn Sweat Equity while at a work site, you must sign in upon your initiation of work and sign out upon your conclusion of work. (Initial _____)

You must follow safety guidelines and other instructions given to you by a site supervisor. If you feel unsafe or uncomfortable doing a certain task, you are encouraged to inform a site supervisor right away and may request



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reasonable accommodations. If a site supervisor cannot make reasonable accommodations, you may not be able to earn Sweat Equity until other tasks are available. (Initial _____)

Program Publicity:

You should be prepared to share your story through in-person communications, participation in special events, area media (e.g., newspaper, radio, internet) and HFHCL publications (e.g., photos, videos, audio recordings). If you have concerns about this, you may opt out by informing the staff. (Initial _____)

Grounds for Deselection:

Your selection as a partner for the Home Repair Program is based on the information that you provided in your application. In the event that HFHCL determines any or all of this information is materially inaccurate, incomplete or fraudulent, HFHCL may deselect you from the program. (Initial _____)

HFHCL reserves the right to deselect you from the program and terminate repair work at its sole discretion due to illegal activity or working conditions deemed unsafe to HFHCL, its agents, contractors, staff, volunteers or other representatives. (Initial _____)

If you fail to complete any part of the Home Repair Program as outlined in this Partnership Agreement, HFHCL may deselect you from the program. (Initial _____)



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Homeowner Contact:

Notices regarding the Work shall be directed to the Homeowner. If, however, the Homeowner becomes incapacitated during the Work, or in the case of an emergency, as determined in HFHCL's reasonable discretion, HFHCL shall consult with (insert name and contact information of a relative or other trusted contact):

Full Name: _____ Relationship: _____

Phone Number: _____

This is a legally binding contract. You may request a reasonable amount of time to seek legal counsel before signing this Agreement. This Agreement may only be changed by a written agreement signed by HFHCL staff and homeowner(s).

Homeowner(s):

Signature (legal name) *Printed Name* *Date*

Signature (legal name) *Printed Name* *Date*

Habitat for Humanity of Central Lane:

Signature (legal name) *Printed Name* *Date*

Title



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SAMPLE



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Exhibit A: Scope of Work

Homeowner(s): _____

Property Address: _____

Scope of Work:

Estimated cost of materials and/or contractor labor for the Work: \$ _____

Date Prepared: _____

Prepared By (Print Name): _____

Prepared By (Signature): _____

In signing this Scope of Work, you confirm that HFHCL staff has reviewed it with you and that you understand and accept its contents.

Date: _____

Printed Name: _____

Signature: _____





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Exhibit B: Certificate of Completion

In signing this Certificate of Completion, I certify that the repair work set forth in Exhibit A of this Partnership Agreement has been completed in its entirety and to my satisfaction.

Homeowner(s):

Signature (legal name) *Printed Name* *Date*

Signature (legal name) *Printed Name* *Date*

Payment Plan:

Estimated Cost: \$ _____

Actual Cost: \$ _____

_____ (____) month payment plan = \$ _____ per month starting

Payments are due by the 5th of the month. A late fee of \$10 will be assessed if payment is not received by the 20th of the month. There is no penalty for pre-payment.

Payments may still be made in person at the Habitat office, located at 1210 Oak Patch Road, Eugene, Oregon 97402, by mail to the same address, or you may set up automatic withdrawal. If you would like to set up automatic payments, please contact the Office Manager at 541-741-1707 or by email at info@habitatlane.org.

Address (for office use): _____

