



Manufactured Home Improvement and Repair (MHIR) Program Home Repair Application Checklist

This guide is designed to be a comprehensive checklist to guide you through the application process. Make sure you check off each item as you complete it to ensure you don't miss any steps.

General Tips:

- Always keep a backup of all the documents you submit.
- Regularly check your email and phone for any communication from the MHIR Program.
- Ensure you respond promptly to any questions or requests for additional information.
- Make sure your project meets eligibility requirements for habitability and health and safety repairs.
- Make sure you accurately describe why each repair is needed on your application.

① Eligibility Verification:

Before you start the application process, ensure that you meet all the eligibility criteria for the MHIR Program:

- You own the home, it's your primary residence, and is in a registered mobile home park in VT.
- The repair will help you maintain your housing. It is addressing issues of habitability.

② Gather Documentation:

Proof of Ownership:

This is typically a tax bill from the town. Other options: bill of sale, mortgage or home loan statement, deed, will, or probate document.

Project Summary:

Write a detailed description of the repair work required and your project timeline.

Quotes:

- Obtain quotes for each component of the project from qualified contractors. (They must be licensed if doing electrical or plumbing work.)
- Ensure that the quotes are detailed and itemized with the proper contact information.
 - **Tip:** Multiple quotes may help in getting a competitive price.
 - **If doing the project yourself:** Have a materials quote and details for the labor hours needed.

Pictures:

Take clear pictures of each area to be repaired showing the issue.

Direct Deposit Information:

Go to the [Upload W9/Direct Deposit page](#). Download, fill out, and submit a direct deposit form with your information, but not the W-9. Submitting the forms does not guarantee funding. It expedites payment ***if approved.***

③ Application Process:

Online Application:

- Visit the [MHIR Program website](#) and fill out the application with accurate details.

Assisted Application with CVOEO:

- Contact CVOEO to set up a phone call for assistance at **(802) 660 3455 Ext. 204**
 - **Tip:** Having all documents ready before the call will speed up the application process.