

**City of Boston - AFSCME Council 93, AFL-CIO Housing Trust Fund  
Application and Affidavit for Home Improvement Funds**

*Qualified AFSCME members in good standing who are homeowners are eligible to apply for home improvement assistance to cover housing improvement related expenses as outlined in the Eligibility Criteria.*

*The home improvement loans are provided through the City of Boston Credit Union and repaid by the member through payroll deductions to the Credit Union. The maximum home improvement loan amount is \$5,000.00.*

***You must be or be eligible to become a member in good standing of the City of Boston Credit union to receive the home improvement loan funds.***

**Please mail or drop off this application to:**

City of Boston - AFSCME COUNCIL 93, AFL-CIO Housing Trust Fund  
8 Beacon Street, 8<sup>th</sup> floor  
Boston, MA 02108

Date: \_\_\_\_\_

Name: \_\_\_\_\_

City of Boston Employee ID Number (*found on check stub*): \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Do you own this property?                      Yes     No

Primary Phone: \_\_\_\_\_                      Home email: \_\_\_\_\_

Work Phone: \_\_\_\_\_                      Work email: \_\_\_\_\_

Best way to reach you (time of day, phone, email): \_\_\_\_\_

Department and Work Site: \_\_\_\_\_

Job title: \_\_\_\_\_

Current base weekly salary, excluding overtime: \_\_\_\_\_

In the past, have you received assistance from the Trust?

No                       Yes

If yes, when did you receive assistance (date)? \_\_\_\_\_

For what Purpose? (**circle all that apply**) Rental Loan, Emergency Loan, 1<sup>st</sup> time Homebuyer Grant, Home Improvement Grant, Home Improvement Loan

Are you still repaying the Credit Union for a Trust assisted loan?

No  Yes

*(If yes, this debt must be repaid before you submit an application for additional funds. You may only receive a total of 2 Trust loans in a 3-year period.)*

Describe the nature of your home improvement (please check off all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Remodel Kitchen                    | <input type="checkbox"/> Carpentry              |
| <input type="checkbox"/> Remodel Bathroom(s)                | <input type="checkbox"/> Windows                |
| <input type="checkbox"/> Replace boilers/furnaces/radiators | <input type="checkbox"/> Electrical Work        |
| <input type="checkbox"/> Painting                           | <input type="checkbox"/> Fences                 |
| <input type="checkbox"/> Masonry                            | <input type="checkbox"/> Plumbing               |
| <input type="checkbox"/> Siding/Roofing                     | <input type="checkbox"/> Other (Please explain) |
- 
- 

Have you already completed this project? No  Yes  When (date)? \_\_\_\_\_

Loan of up to \$5,000 Amount Requested \$ \_\_\_\_\_

Are you planning on hiring a contractor? Yes  No   
(Please attach estimates)

Are you planning on doing the project yourself? Yes  No   
(If yes, please fill out the attached worksheet in full)

When is your projected start date for the project? \_\_\_\_\_

When is your projected end date for the project? \_\_\_\_\_

**ATTACH:** Appropriate documentation, e.g., a bill, a contractor quote or other estimates.  
**Further documentation may be required.**

**ATTACH:** All copies of receipts and paid invoices.

**ATTACH:** A copy of your deed.

**ATTACH:** The completed Do-It-Yourself worksheet (if required).

**ATTACH:** Your most recent pay stub.

**ATTACH:** Your “member in good standing letter” received from AFSCME Council 93 or your Local President or delegate, and issued within the past six months.

**The undersigned hereby certifies to the Trust that the preceding information is accurate, truthful, and correct, and acknowledges that the Trust is relying upon this certification to provide Trust funds.**

**Default of this loan prohibits the undersigned from receiving any other benefits from the Trust.**

**I understand and agree to repay the loan in its entirety regardless of my employment status with the City of Boston.**

**I agree to repay the loan through payroll deduction as long as I am employed by the City of Boston.**

**I understand and agree that the Credit Union can share any information, notices and/or documentation associated with the member's Trust assisted loan.**

**I agree to hold harmless and indemnify the Trust and the Trustees for any false or misleading statements or representations made in my application to the Trust and/or to the Credit Union.**

Signature of Applicant: \_\_\_\_\_

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For Trustee use only:

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Trustees on \_\_\_\_\_ (date)

Not approved by Trustees on \_\_\_\_\_ (date)

Commitment letter sent on \_\_\_\_\_ (date)

## Worksheet for Do-It-Yourself Home Improvement

Please check off any/all that apply and fill out the appropriate section below:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Remodel Kitchen        | <input type="checkbox"/> Carpentry       | <input type="checkbox"/> Remodel Bathroom(s) |
| <input type="checkbox"/> Windows                | <input type="checkbox"/> Electrical Work | <input type="checkbox"/> Fences              |
| <input type="checkbox"/> Painting               | <input type="checkbox"/> Masonry         | <input type="checkbox"/> Plumbing            |
| <input type="checkbox"/> Other (Please explain) |  |  |

**Painting:**

Rooms:  Bathroom  Bedroom  Kitchen  Living Room  Dining Room  Exterior  
 Other

Estimated amount of paint (in gallons) \_\_\_\_\_

**Kitchen Remodel:**

Supplies needed:  Cabinets  Hardware  Paint  Flooring  Appliances

**Bathroom Remodel:**

Supplies needed:  Cabinets  Hardware  Paint  Flooring  Appliances

**Fences** (please be sure to check your property line prior to installing a fence):

Estimated length of fence: \_\_\_\_\_

**Windows:**

Number of Windows being replaced: \_\_\_\_\_

**Plumbing:**

Supplies needed:

\_\_\_\_\_

**Electrical:**

Supplies needed:

\_\_\_\_\_

**Masonry:**

Supplies needed:

\_\_\_\_\_

**Carpentry:**

Supplies needed:

\_\_\_\_\_

**Other:**

Supplies needed:

\_\_\_\_\_