



EMERGENCY REPAIR REQUEST FORM

Purpose: The Homeowner Recovery Program requires applicants to stop all ongoing repair work on their damaged property after submitting their application. Completion of repairs after the submission of a program application will result in the applicant being considered ineligible for program assistance if the repairs do not meet the U.S. Department of Housing and Urban Development (HUD) definition of “emergency repair.” This form’s intended use is for the applicant to inform the program of any repairs completed after the submission of their application, and to request approval from the program to complete any emergency repairs. Please note, the program does not complete emergency repairs, the program instead will provide approval for the repairs that are requested to be completed by the applicant. Using the information provided by the applicant, the program will determine whether the requested repair(s) meet the definition of an “emergency repair” and does not alter environmental conditions per federal regulations. Applicants will be notified whether the requested repair(s) may be completed by the applicant.

Instructions to Applicant: The applicant should review the **Applicant Information** and **Repair Information** sections to ensure the description of, and the reason for, the emergency repair(s) is true and correct. The definition of Emergency Repairs has been provided below for you to review. If all information listed in this form is accurate, the applicant should sign the form and return to the ReBuild NC Homeowner Recovery Program.

Please Note: If any information listed within this form is not correct, the applicant should immediately contact their case manager to address the corrections, and a new form will be provided for the applicant to sign. When returning this form signed, please also provide all documentation to support your Emergency Repair request (receipts, photos, contractor statements, insurance claims, etc.).

Warning: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States government.

Applicant Information		
Application ID Number:	Date:	
Applicant Full Name:	Co-Applicant Full Name:	
Damaged Property Address:		
City:	State: NORTH CAROLINA	Zip Code:
Application Date:		

Emergency repairs meeting the definition of 24 CFR § 58.34(a)(10) and conducted during the “Stop Work” period do not trigger an ineligibility determination for applicants. Applicants who are identified as undertaking “emergency repairs” during the “Stop Work” period will be asked to submit documentation demonstrating compliance with HUD’s definition identified below.

1. **Emergency repairs do** not alter environmental conditions. The following are examples of unpermitted repairs that alter environmental conditions:
 - a. Those that affect significant elements of properties listed on, or eligible for, listing on the National Register of Historic Places;
 - b. Those that replace, either through rebuilding or major rehabilitation of, structures within a floodplain (Special Flood Hazard Areas);
 - c. Those that involve inappropriate occupancy of a known hazardous site or site contiguous to a known hazardous site; and/or
 - d. Those that involve work that could adversely impact the habitat of an endangered species or critical habitat; and/or
 - e. Those that involve alteration of a building's footprint.

2. **Emergency repairs** are "limited to protection, repair, or restoration activities necessary to control or arrest the effects from disasters or imminent threats to public safety". Emergency repairs do not include new additions, relocation, or enlargements, or changes to the primary use or density of occupancy. Emergency repairs do include work that:
 - a. Provides temporary protection from further damage to a building or that makes permanent repairs to a damaged building or structure;
 - b. Is for the restoration of essential community services and related utilities and facilities to their condition prior to the disaster without significant change in size or capacity.

3. **Emergency repairs** are necessary "only to control or arrest the effects from a state or federally declared public disaster or imminent threats to the public safety including those resulting from physical deterioration." Emergency repairs would be necessary if:
 - a. They prevent further damage that would jeopardize the safe and sanitary occupancy of the structure; or
 - b. They prevent further damage to a nearby structure or space that would threaten the safety of others in the public, such as a neighboring/adjoining structure or recreational space.

Repair Information	
Description and explanation of the emergency repair request	Date Completed (MM/DD/YYYY) <i>If incomplete, indicate "N/A"</i>
1.	
Explain the emergency for this repair request:	
2.	

Explain the emergency for this repair request:

3.

Explain the emergency for this repair request:

4.

Explain the emergency for this repair request:

5.

Explain the emergency for this repair request:

Attached Documentation:

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ACKNOWLEDGEMENT AND ATTESTATION: The undersigned expressly acknowledge that the information provided on this form by myself/us is subject to verification by HUD, the State of North Carolina, and/or ReBuild NC at any time. Further, I/we acknowledge that Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony and program eligibility can be terminated if I knowingly and willingly make a false or fraudulent statement in connection with the representations made above or in connection with any other information provided to ReBuild NC in connection with the application for assistance funded by the Community Development Block Grant allocated to the State of North Carolina.

NOW, in light of the acknowledgements made above, I knowingly affix our signature below; and by doing so, expressly certify and attest, under penalty of the law recited above or otherwise applicable, that all of the information provided in this form is true and correct according to my best knowledge and belief. Should I become, or be made aware of the untruthfulness or inaccuracy of any of the information or the representations or information provided above, I will immediately notify ReBuild NC and acknowledge that failure to do so may result in institution of any criminal and/or civil remedies available by law.

Primary Applicant Print Name

Primary Applicant Signature

Date