

# Problems & Solutions: Home Repair Solutions

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Dear applicant,

March 28, 2019

We are glad you have reached out to us for help. Understand that this is not a guarantee of services, but is a tool used to decide how or if we can help. Complete the enclosed forms to the best of your ability and collect the required supporting documents. Once we receive your completed application, we will review the information and reach a decision as soon as possible. Please allow two weeks for the review process. You will be contacted through your preferred form of communication and in writing regarding our decision. Please return all pages and proof of income in the enclosed envelope. All other documentation will be reviewed during the in-home assessment stage. Thank you again for your interest in this program. We will work hard to meet your needs to the best of our abilities at this time.

Sincerely,

Melissa M. Miller

P.S. Please describe in detail the issues you are having on the back side of this letter and return it with the rest of the packet.