

# **HBA COMMUNITY SERVICE TASK FORCE PROJECT**

In 2009, the Home Builders Association of Berks County enacted the Community Service Task Force. The purpose of the CSTF is to work with individuals in Berks County who are in need of physical improvements to their homes, and cannot afford to contract for the repairs/improvements, are unable to make these improvements themselves, and are ineligible for any other assistance (public or private). The Berks CSTF will review all submissions, and look for ways to involve our members to help answer the requests it receives.

Thank you for your interest in applying for assistance under the Home Builders Association of Berks County's Community Service Task Force.

In order to be considered you must complete this application, submit recent pictures of your home and your family, and meet the following criteria:

- You must own your home.
- The home must be in Berks County.
- The property must have any setback/zoning requirements needed and physical space available to complete the project.
- There must be readily available access to property (i.e. parking for the crews, no major tree clearing required, or anything that would cause the project to become deeply involved).

Every application is reviewed by Berks HBA's CSTF Committee, but please be aware that we receive many applications and, while we understand that you may have questions about the process, we cannot follow up with every application.

**IF WE ARE INTERESTED OR HAVE FURTHER QUESTIONS ABOUT YOUR SITUATION, WE WILL Contact YOU.**

Please understand that anything you send to us will not be returned and becomes the property of The Home Builders Association of Berks County, so please do not send sentimental photographs.

If you are nominating a person you know, please fill in their information throughout the application. There will be a separate spot on the application for your contact information.

**Home Builders Association of Berks County**  
1300 New Holland Road, Suite 101  
Reading, PA 19607  
Phone: 610-777-8889 Fax: 610-796-1878  
[www.hbaberks.org](http://www.hbaberks.org)

# CSTF Project Application

Today's Date: \_\_\_\_\_

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

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

Mailing Address (if different): \_\_\_\_\_

Home Phone: (\_\_\_\_)\_\_\_\_\_ Work Phone: (\_\_\_\_)\_\_\_\_\_

Cell Phone: (\_\_\_\_)\_\_\_\_\_ E-mail: \_\_\_\_\_

Marital Status: S / M / D /W If married, how many years? \_\_\_\_\_

Are there pictures enclosed with your application? Y/N

Household Income:

\_\_\_\_\_ Under 15,000

\_\_\_\_\_ 15,000 – 50,000

\_\_\_\_\_ 50,000 – 75,000

\_\_\_\_\_ 75,000 – 100,000

\_\_\_\_\_ Over 100,000

**\*IMPORTANT\***

Have ANY members of your household ever been convicted of or been charged with a crime?  
(It could be as simple as a driving violation or as serious as armed robbery) Be honest. Y / N

If yes, please describe (include dates): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you been or are you involved in a lawsuit? Y / N

If yes, please describe (include dates): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

IF YOU ARE NOMINATING A FAMILY, PLEASE INCLUDE YOUR INFORMATION:

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

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

Do you have any past/present military experience? \_\_\_\_\_

Please describe current situation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

If selected to participate, you may be filmed, videotaped and photographed, and your name, image and likeness may be used in marketing materials. By signing below, you waive any rights of privacy or publicity in connection with this production and certify that all information stated by you on this Application Form is true.

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Signature)

**Eligibility Requirement, Consents and Releases:**

- 1. If selected as a participant you must execute all waivers and release agreements required by the HBA.
- 2. This is a rolling application process; applicants can be contacted at any time in the future.
- 3. Applications will only be considered if they are complete. Complete applications consist of the following:
  - Completed Application with Signatures
  - Photos of house

All materials you send will be retained by the HBA and become the property of the Home Builders Association of Berks County and will not be returned to you whether or not you are selected as a participant. Any expenses you incur during the application process including postage, shipping, and materials preparation are your sole responsibility. The HBA will not reimburse you for these expenses. Only one entry per person is allowed. All decisions of the Community Service Committee are final and absolute and not subject to inquiry. Unfortunately, we will not be able to verify that we have received your application. HBA members are not responsible for lost applications.

**APPLICATION RELEASE AGREEMENT:**

I, the adult applicant listed above, in connection with my application to be considered to participate in the Berks HBA’s CSTF program, represent and warrant that the answers provided by me to the foregoing application questions are true, complete and correct, that I have completed this application honestly and accurately, and I understand, acknowledge and agree that if any of the information in this application is found to be false or incomplete, this will be grounds for dismissal of myself from the program selection process and/or from the Program.

I acknowledge that the HBA Committee may or may not select me for further consideration to be part of the Program in their sole and absolute discretion. I acknowledge that if I am selected for further consideration, I will be required to complete and sign additional application materials, release forms and other documents.

APPLICANT’S Signature: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

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

**SEND COMPLETED APPLICATION TO:**

Home Builders Association of Berks County  
1300 New Holland Road, Suite 101  
Reading, PA 19607  
Phone: 610-777-8889 Fax: 610-796-1878  
[hbaberks@comcast.net](mailto:hbaberks@comcast.net)