AREA-WIDE SMALL HOUSING PROGRAM
APPLICATION INSTRUCTIONS

1. The Applicant must complete all information on page 1 of this form. Lack of information will only delay the process. The “HOME INFORMATION” portion of this application refers to the home that you are requesting services for. If the home is not yet on site, please indicate a date as to when you expect to have the home completed on site.

2. The Applicant must provide proof of their legal right to reside on the site (e.g. a copy of a lease or deed). Attach a copy of this information to the application.

3. The LOCATION MAP portion of this application should include detailed directions on how to find your home site and other information such as the dimensions of the home and lot size.

4. The Indian Health Service will be visiting the home site to perform a soils evaluation and site survey as part of the eligibility determination process. Prior to a visit by a representative of the Indian Health Service, the homeowner must stake the property corners and the proposed location of their home if it is not yet on site. If the home location is changed after the soils evaluation has been completed, a new evaluation may be required which will delay the construction of the service(s).

5. The homeowner shall ensure that the home is in sound condition with fully operable plumbing (including provisions against freezing in the winter, i.e. mobile homes must be skirted), and has 230 Volt electrical power.

6. Sign and date the application where indicated on page 2 of the form.

7. Obtain the signature of the appropriate Tribal Official (e.g. Governor, Chairman, President, etc.) where indicated on page 2 of this form to certify Tribal approval of this application.

When applying, please keep in mind the following information:

1. Our funding under the Area-Wide Small Housing Program (AWSHP) is for homeowners with new, existing homes that are “ready to be served”. If you are determined eligible to receive services, then services will be constructed when a newly constructed home is at least 80% complete with roof, doors, windows and completed plumbing with 5-ft subouts from the house. Mobile homes require tow necks & wheels to be removed and home placed on permanent foundation with skirting. In both cases, electricity will have to be provided to the site before construction can take place.

2. It is recommended that you submit an application at least one year before you expect to move into your new home. In most cases, our office will be able to conduct a site survey and soils evaluation even if the home is not quite ready to be served, but construction will not proceed until the home is on site and electricity has been served to that home.

3. The homeowner will be responsible to keep this office updated as to the progress of their home site development until the home is ready to be served.
# ALBUQUERQUE AREA INDIAN HEALTH SERVICE
## APPLICATION FOR SANITATION FACILITIES

**RESERVATION:**

**APPLICANT NAME:**

**ENROLLMENT NO.:**

**CURRENT MAILING ADDRESS:**

**CURRENT STREET ADDRESS:**

**MAILING ADDRESS OF NEW HOME (IF DIFFERENT FROM ABOVE):**

**STREET ADDRESS OF NEW HOME:**

**HOME PHONE:**

**WORK PHONE:**

**SERVICES REQUESTED:**

- **WATER:** [ ] NEW SERVICE [ ] RENOVATION
- **SEWER:** [ ] NEW SERVICE [ ] RENOVATION

**Have you ever been served by the Indian Health Service before?**
- [ ] YES [ ] NO

If yes, what year were you served?

**Has the site been served by the Indian Health Service before?**
- [ ] YES [ ] NO

If yes, served under whose name?

### HOME INFORMATION:

- Do you: [ ] OWN [ ] LEASE [ ] RENT

- **Type of structure:** [ ] MOBILE HOME [ ] HOUSE

**Is your home a HUD home?**
- [ ] YES [ ] NO

**Approximately what year was the home built (or if mobile home, moved to the site)?**

[ ]

**Are you living in the home now?**
- [ ] YES [ ] NO

- If yes, how long have you lived in the home?

  [ ]

- If no, when will the home be ready for occupancy?

**Number of bedrooms in your home?**

**Number of bathrooms in your home?**

**Number of people that will occupy your home?**

**Does your home have electric service?**
- [ ] YES [ ] NO

- If no, when will electric service be provided?

  [ ]

**Have there been any major improvements to the house plumbing or rooms added to the home in the past three years?**
- [ ] YES [ ] NO

- If yes, please describe.

**Is there a SEPTIC SYSTEM at the home site?**
- [ ] YES [ ] NO

**Are you having any problems with the SEPTIC SYSTEM?**

Please describe.
INDIAN HEALTH SERVICE
SANITATION FACILITIES CONSTRUCTION PROGRAM
INFORMATION FOR THE APPLICANT

Public Law 86-121 allows the Indian Health Service to assist members of federally recognized native tribes in obtaining a potable drinking water supply and a safe means of disposing of waste water for their home use, provided that funds are available, that the homes meet basic standard of living requirements (well insulated, have electricity, indoor plumbing, etc.), and that the homes meet the eligibility requirements of the Indian Health Service.

APPLICATION INSTRUCTIONS

1) The Applicant must complete all information on page 1 of this form.
2) The Applicant must provide proof of his or her legal right to reside on the site (e.g., a copy of a lease or deed). Attach a copy of the lease or deed to this completed application and return it to the tribal representative.
3) Attach a location map to this application. This map should show dimensions of the home and lot, and include a description for how to find the site.
4) Prior to a visit by a representative of the Indian Health Service, the homeowner must stake the property corners and the proposed location of their home if it is not yet on site. If the home location is moved after the soil evaluation has been completed, a new soil evaluation may be required, possibly delaying service.
5) The homeowner shall ensure that the home is in sound condition with fully operable plumbing (including provisions against freezing in the winter, i.e. mobile homes must be skirted), and has 230 V. electrical power.
6) Sign and date the application where indicated on page 2 of this form.
7) Obtain the signature of the appropriate Tribal Official (e.g. Governor, Chairman, President, etc.) where indicated on page 2 of this form to certify Tribal approval of the application.

AGREEMENT

By signing this application, the Applicant hereby agrees to the following:

1) Prior to the installation of sanitation facilities by the Indian Health Service, the Applicant will provide all plumbing inside the house, and water and sewer plumbing stub-outs to five (5) feet outside the house. The plumbing and stub-outs shall be in accordance with the technical directions of the Indian Health Service project engineer.

2) Upon completion of construction, all individual water and wastewater facilities installed on the Applicants home site will become the property of the Applicant. The Applicant further agrees to accept ownership of these facilities, and to properly operate, maintain and repair the facilities at the Applicant's expense.

APPLICANT SIGNATURE: I certify that the information provided on this application is accurate to the best of my knowledge.

DATE:

TRIBAL APPROVAL: _____ YES _____ NO

DATE:

SIGNATURE AND TITLE OF TRIBAL OFFICIAL: On behalf of the ___________ Tribe/Pueblo, I request that the Indian Health Service provide the sanitation facilities requested by this application.
LOCATION MAP

Please attach, or use the space below to draw, a location map of your home site. The map should show the dimensions of your lot and home. Please provide directions for finding the site, including distances and directions from named roads or other landmarks and a description of your home (or neighboring homes) including color.

If available, please provide a surveyor's drawing of your home site showing the locations of the corner pins and the dimensions of your home.