

Procedures for Using Maintenance Funds

As an Atlanta Habitat for Humanity homeowner, \$25 of your monthly mortgage payment goes into a maintenance savings fund. Please note that only homeowners that have closed on their homes have maintenance funds.

Maintenance funds may be used for:

- periodic maintenance to the house that is necessary for the long-term “health” of the house, such as exterior or interior painting;
- replacing appliances;
- major repairs necessary for you to live in the house; and
- repairs necessary to maintain the security of the property.

Maintenance funds may not be used for small repairs, home improvements or other upgrades.

As a homeowner, you should be prepared for small expenses and should save for improvements. For example, you should be prepared to pay for small repairs, such as a broken windowpane or leaky pipe. Similarly, if you would like to upgrade your house by adding shutters, ceiling fans, etc., you should save up to purchase those items separate from the maintenance funds.

The Process

You must have Atlanta Habitat’s written approval to use money in the maintenance savings fund. At least **two weeks** before you need the funds, complete a maintenance request form (available in our lobby) and return it to Atlanta Habitat with the following information:

- your name and address;
- description of the repairs or maintenance; and
- an estimate for the cost of materials and of labor. If the request is between \$100 and \$500, you only need one estimate for materials and one for labor. (If you are doing the work yourself, you do not need a labor estimate.) If the request is over \$500, you need three estimates. If this is an emergency, please call the Mortgage Service Associate.

Maintenance funds are only paid out for requests of over \$100.

Once we receive your request, Atlanta Habitat’s finance department will do an “account analysis” to make sure that you are eligible to use the maintenance funds. Two conditions must be met to be eligible: 1) you must have enough money in your maintenance fund to pay for the repairs; and 2) your account must be current. The Mortgage Service Associate will review your request and let you know whether or not you are eligible to use the funds as indicated.

The payment process takes at least two weeks. After the work is completed, submit the invoice or bill to Atlanta Habitat for payment. We will then write a check to the person/company that provided the services. Or, if the person/company requires a check as soon as the work is completed, we will issue a check in the amount of the estimate which you can deliver when services are rendered. Alternatively, if you paid for the work directly, Atlanta Habitat will reimburse you.

Remember that you must have written permission from Atlanta Habitat before making any permanent changes to your property, even if you do not use your maintenance funds.