

# WILMINGTON AREA REBUILDING MINISTRY, INC.

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Dear Homeowner,

We are glad to provide you with an application for the Wilmington Area Rebuilding Ministry, Inc. (WARM, Inc). WARM is a volunteer organization of persons who work together to help our sisters and brothers live in a safe and secure home environment. We will process your application as quickly as we possibly can.

Making an application to WARM, Inc. does not guarantee a quick resolution to your problem, as we already have many eligible homeowners waiting and our resources are limited. We will treat all applicants with the same compassion and professionalism. We appreciate your understanding as the application process goes forward.

In order for us to process this application in our office, it is essential that you do the following:

1. Fill out the application in its entirety.
2. Sign the Application for Assistance.
3. Sign the Authorization for Release of Confidential Information.
4. Submit a copy of the following documentation with your application. We need only a copy; please do not mail original documents to us. All information remains confidential and will only be shared with other social agencies which may provide assistance to you. *Please understand that we cannot process your application without copies of the following documents:*
  - Proof of Ownership:** Information that proves that you own your property or that you live on 'heirs property.' For example: a copy of your deed, a will, or a county tax statement.
  - Proof of Income:** Information about your income and for all those living in the household. For example: a copy of your last income tax return or a pay stub from your employer. In the case of Social Security income, a copy of the check, the annual SS statement, or a copy of your bank statement will suffice.

Feel free to contact our office if you have any questions or need help filling out the application. It is your responsibility to insure that all of the documentation is submitted in the beginning of the process.

Sincerely,

A handwritten signature in blue ink, appearing to read 'JC Skane'.

JC Skane  
Executive Director

*WARM unites people of compassion to rebuild homes and restore hope.*