Loudoun County Department of Family Services
LOUDOUN COUNTY HOME IMPROVEMENT PROGRAM (LCHIP)
PRE-QUALIFICATION

Name:_____ **Case #:_____**
Mailing Address:_____ *For Office Use Only*
_____
Home Phone:_____ Work Phone:_____
Gross Household Monthly income before taxes: _____
(Please answer all questions about the property to be improved as accurately as possible.)

Monthly Mortgage Payment Amount – 1st: _____ 2nd (if applicable): _____
Year Purchased: _____ Year Built: _____ Number of Occupants: _____
Briefly Describe Improvements Needed: _____
_____
Has this property been cited by the Health Department? ____Yes ____ No
Are you a member of a Homeowner's Association? ____Yes ____ No
I (we) have requested a Pre-qualification review from LCHIP and authorize you to provide and release any information and documentation required for pre-approval. Such information may include, but is not limited to, personal credit reports, business credit reports and income & asset verification.

Signature of Applicant: _____ Date: _____
Social Security #: _____ Date of Birth: _____

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How did you hear about this program? _____
The **Loudoun County Home Improvement Program (LCHIP)** assists Loudoun County Low and Moderate Income (LMI) homeowners in making improvements to their homes. Homeowners are provided technical assistance in determining what improvements need to be made and financial assistance to pay for those improvements through forgivable and interest-free loans.

If you qualify for this program, the LCHIP Construction Technician can **assist** you to:

- Determine your eligibility for a forgivable or interest-free loan;
- Determine what work needs to be done on your home;
- Prepare work write-ups, specifications, and drawings;
- Select a licensed contractor.

The LCHIP Construction Technician will make periodic inspections on the progress of the project until work has been completed.
IMPORTANT: Before construction begins on any improvements for the home, you (the homeowner) will enter into a written agreement with the contractor(s) you select. You are responsible for enforcing the terms of the contract. Neither Loudoun County nor Loudoun County Department of Social Services bears responsibility or liability for defects on the work or the performance of the contractor(s) hired. **The LCHIP Construction Technician provides assistance in an advisory capacity only.**
QUALIFICATIONS: LCHIP applicants must:

- Be the owner(s) of and occupy the property, which must be located within Loudoun County (including the towns of Hamilton, Hillsboro, Leesburg, Lovettsville, Middleburg, Purcellville, and Round Hill).
- Have a gross household income that falls below 80% of the Loudoun County median income for household size (as defined by HUD).

Please mail Pre-Qualification and Item Checklist for Homeowners to:
Loudoun County Dept. of Family Services
LCHIP Program
Attn: Jimmy Kimbrough
102 Heritage Way NE, Suite 103
Leesburg, VA 20176