

Dear Partner Family,

The Family Support Committee is very pleased you are going to be part of our Habitat organization and we look forward to working with you. To help each new family get started we provide them with a copy of the Wabash Valley Habitat for Humanity **Homeowners Guide** which has been prepared by the Family Support Committee. This guide attempts to cover all aspects of being a partner family from the time your application is approved to the time you move into your home and beyond.

Here is your copy of the Homeowner's Guide. This guide contains a great deal of information and we don't expect you to sit down and read it start to finish right away. It is intended to be used as a reference for you as a source of documentation for your Habitat relationships as well as your home.

In the next few months the most important sections of this document are the first four sections an Appendix 1 which cover the following:

- ***Homeowner's Responsibilities and Habitat Responsibilities (Section A)***
This section summarizes the responsibilities you have as a Habitat partner family and the obligation Wabash Valley Habitat has to see that your partnering experience is successful. Read it carefully and discuss any questions with your Family Support Volunteer. If he/she doesn't have an immediate answer he/she will work with the Habitat office for clarifications.
- ***Working with Habitat and Your Family Support Volunteer (Section B)***
This section outlines your working relationship with the Family Support Volunteer who has been assigned to work with you and your family
- ***Sweat Equity (Section C)***
- ***Homeownership Workshops list (Section D)***
This is a list of workshops intended to help Habitat partner families understand the issues involved in home ownership and become better and more successful homeowners. Most of these courses are offered through the Family Self-Sufficiency office of the Terre Haute Housing Authority.
- ***Partner Family Work Folder (Appendix 1)***
This group of documents appears as an appendix in your Homeowner's Guide. That appendix should be treated as examples and you should use the copies in your Family Support Work Folder as the working documents.

The ***Homeowner's Guide*** is grouped into the following topic areas:

- Sections A through C, preliminary information you'll need to know

This includes Working with your Family Support Volunteer, Sweat Equity detailed information, and Homeownership Workshops. When your home is completed and you've moved in, it is unlikely you'll ever refer to these sections again.

- Section D, Start of Construction
- Section E, Construction Phase
- Section F, Moving in
- Sections G through K which cover general homeownership responsibilities
- Sections L through R, maintenance recommendations for periodic, seasonal, annual, and long-term maintenance
- Sections S through V deal with general maintenance of your home
- Section W, Habitat Terminology
- Section X, The appendices, which include the Family Support Work Folder, maintenance checklists, manufacturer's manuals and warranties
- Section Y, an index to the Guide's contents

We expect to revise and update this document as our shared experience suggests changes that will make the guide more valuable to you and other Habitat homeowners. If you have questions about the content of the guide or how to use it, please ask your Family Support Volunteer for help.

Your Family Support Committee