

Incentive Program Checklist: **Exterior Improvement Incentive**

Sections A & B: APPLICANT & PROPERTY ELIGIBILITY

Sections A & B of the online application determines your eligibility in the housing incentive program. Submit the application for approval. The Program Manager will contact you within 7 business days of your application with a status. Below is a list of documents and information you will need to provide to complete your application:

- Copy of valid State ID or Driver's License
- Submit income verification documents: *2020 tax return supplemented by two most recent pay stubs or 2020 W2 or 1099 forms*
- Submit signed Application Disclosure and Acknowledgement Form

You must submit the above items within 7 days of the application to move on to the next phase. If your application is preapproved, you will be asked to submit the documents below.

Sections C: PRE-APPROVAL & SCOPE OF WORK APPROVAL

This section of the checklist outlines the steps necessary for the application to be approved:

- Submit proof that property taxes are current/paid
- Submit copy of contractor's quote with detailed scope of work (or a detailed scope of work and estimated materials costs if work will be completed by the applicant)

Sections D: PROJECT COMPLETION & RELEASE OF FUNDS

Section D outlines the steps necessary, and documents required prior to the disbursement of funds.

- Submit the final invoice from contractor or, if performing own work, final documented project costs, and submit photos of the completed improvements.
- Submit signed Tax Acknowledgment form
- Submit signed Promissory note
- Submit all outstanding required documentation related to the purchase of the property
- Submit all applicable zoning and code compliance documents, and proof of lien waiver releases (If applicable).

EMAIL DOCUMENTS TO: sinaigracecdclivelocal@gmail.com