



City of Reading • Property Maintenance Division

*Ciudad de Reading • Departamento de Mantenimiento de Propiedades*

## REHABILITATION AGREEMENT

### *ACUERDO PARA LA REHABILITACIÓN*

## APPLICATION INSTRUCTIONS

**1. Application Type:** New Rehabilitation Agreement- Owner is entering into a new agreement to rehabilitate property. Rehabilitation Extension- property is currently under a rehabilitation agreement, owner is requesting more time for completion.

**2. Address of Property:** Address of Property being rehabilitated.

**3. Current units in Property:** Number of units currently in property. Indicate if you are changing the size of units of the property.

**4. Historic District:** What district is property located in, historic district map can be found on City's website.

**5.-10. Contact Information:** Supply contact information for where owner can be reached, **anytime this information changes please contact our office to keep your records updated**

**11.-17. General Contractor** – the use of a general contractor is *optional*, should you wish to designate a person we can contact, it should be understood you are still responsible for the property. The general contractor is designed to help facilitate a response made to inquiries and notices. **Should your general contractor change, you will need to re-submit items #11-17 & #21, 22.** Owner – If you wish to be contacted just check box and we will use information in #5-10.

**18. Rehabilitation** – Information explaining agreement.

**19. General Work Plan** – Give a brief description of work you intend to do at property. Use additional sheets if needed.

**20. Timeline** – Give a best assumption of a timeline for completion.

**21. Contractor Certification** – Signature block for General contractor if used.

**22. Owner** – Owner signature or company representative signature block.