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.