



UNIVERSITY HEIGHTS

Property Maintenance Grant Program Application

Contact Information

Name of Homeowner(s): _____

Phone Number: _____ E-mail Address: _____

Emergency Contact, if different from above:

Name: _____ Phone Number: _____

Property Information

Property Address: _____

Type of Home: Single Family Two Family (Are both units currently occupied? Y / N)

How much money are you requesting? _____

Total project cost: _____

Household Information

How many people live in the home? _____

Please list below all the occupants of the home below, and include income information for all those occupants over the age of 18:

Name	Birthdate <i>Please use format MM/DD/YYYY</i>	Pay Frequency <i>Weekly, Bi-weekly, monthly, etc.</i>	Monthly Gross Income <i>(This is income <u>before</u> taxes are taken out)</i>

Project Description

Please provide a brief description of the project or work that you would like to perform with this grant funding:

Were you cited by the University Heights Housing Department for violations related to the above project description? (check one) Yes No



UNIVERSITY HEIGHTS

Program Process and Responsibilities

<p>Applying for Funding and Approval</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain three (3) quotes from contractors for the proposed work. <input type="checkbox"/> Submit a complete application with all required attachments. <input type="checkbox"/> If your application is approved, you will receive a Notice to Proceed. Do not begin work prior to receiving a Notice to Proceed.
<p>Completing the Project</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Select your contractor to perform the work and the start date for the project. Notify the Housing Department of the contractor and start date. <ul style="list-style-type: none"> <input type="checkbox"/> Please remember that all contractors performing work in the City <u>must be registered with the Building Department.</u> <input type="checkbox"/> If the contractor you would like to use is not registered with the Building Department, the contractor shall register prior to beginning work. <input type="checkbox"/> The contractor must complete the Vendor Information and IRS W-2 forms to the Housing Department. <input type="checkbox"/> Make sure the contractor has pulled all required permits for the project. <input type="checkbox"/> Monitor the work your contractor is performing. If you have concerns about the work that your contractor is performing, contact the Housing Department <u>immediately</u>.
<p>Payment Phase</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Once the work is complete, it must be inspected. <ul style="list-style-type: none"> <input type="checkbox"/> If the work required permits, the Building Department must inspect the completed work. <input type="checkbox"/> Regardless of whether a permit was required, the Housing Department must inspect the work. This is required for your contractor to be paid. <input type="checkbox"/> If all inspections pass, pay your share of the project costs to the contractor. <input type="checkbox"/> Have the contractor submit an invoice to the Housing Department for the total cost of the work and the payment you made to the contractor to request payment.

Certification **All homeowners must sign**

I certify that the above information is true and correct to the best of my knowledge and that I have read and understand the Program Process and Responsibilities. I understand that any false statement shall be grounds for immediate termination of my application or grant funding and subject me to civil and criminal liability.

<i>Signature</i>		<i>Date</i>	
<i>Signature</i>		<i>Date</i>	



Required Attachments

- **Proof of income** for every occupant who is over the age of 18. Please remove all Social Security numbers.
 - If you receive income (all that apply):
 - pension and/or social security statements showing current monthly benefit amount
 - 90 days of consecutive pay stubs
 - rental receipt(s) OR signed lease
 - proof of other income (e.g. dividends from stocks, alimony, child support, etc.)
 - If you are unemployed:
 - Notarized Declaration of No/Zero Income
 - Current/most recent year tax return OR IRS Form 4506-T
 - If you are self-employed:
 - Most recently filed 1040 including all schedules
- **Proof of Residence**: Proof may include most recent utility bill (gas, water, electric, cable) or deed. The utility bill must have your name and address.
- **Three (3) quotes** from contractors for the work described in the project description above. If the project has an estimated total cost of less than \$500, only one (1) quote is required.