



# Incentive Program Checklist: Exterior Improvement Incentive

## Sections A & B: APPLICANT & PROPERTY ELIGIBILITY

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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:

- c Copy of valid State ID or Driver's License
- c Submit income verification documents: *2020 tax return supplemented by two most recent pay stubs or 2021 W2 or 1099 forms*
- c 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 pre-approved, you will be asked to submit the documents below.

## Sections C: PRE-APPROVAL & SCOPE OF WORK APPROVAL

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

- c Submit proof that property taxes are current/paid
- c 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

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

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

EMAIL DOCUMENTS TO: [sinaigracedclivelocal@gmail.com](mailto:sinaigracedclivelocal@gmail.com)