



2018 EXTERIOR REHABILITATION GUIDELINES

THE CITY DOES NOT HAVE A RECOMMENDED LIST OF CONTRACTORS FOR WORK. WINNERS MUST SELECT THEIR OWN CONTRACTOR AND PAY ALL COSTS OVER THE \$1000.00.

Eligible Improvements:

All work performed must be exterior work, which results in the repair, improvement, reconstruction, maintenance or enhancement of the exterior faces of the property. Property must be owner-occupied. Rental property is prohibited from this program.

The contractor or tradesperson selected by the homeowner must have experience with the work item they will complete. The property owner is encouraged to select the contractor or tradesperson who is *best qualified* to perform the scope of work. Contractors cannot be related to the homeowner. All work must be completed and inspected by June 30, 2018.

Any price increases above \$1000.00 is the responsibility of the property owner. The city does not pay federal, state or local taxes.

A building permit is required. No permit fees will be assessed. The contractor will be paid directly by the City of Berkeley after all work is completed and inspected by Berkeley Inspectors. NO monies will be given to the homeowner or contractor who is a relative to the owner. Once the invoice is submitted, a check will be released within 14-21 working days. No same day payment.

Eligible exterior work may include:

Driveway	Exterior Painting (Proper preparation required)	Overhang
Exterior Doors	Landscaping/Tree Removal	Siding
Windows	Porches	Tuck-pointing
Roof	Caulking and Winterizing	<i>Items not listed must be approved by the City Council</i>
Gutters & Downspouts		

Steps for a successful project:

1. Identify the work to be done.
2. Call to schedule the inspector for a site visit (314) 400-3713
3. Inspector to take a picture of the work to be done.
4. One the inspector approved the work to be done, homeowner select's a contractor.
5. Have the contractor pull a no-cost permit at City Hall. (No down payment to the contractor is permitted)
6. Have the work completed
7. Contractor to call for a final inspection; Inspector to take picture of new work
8. Contractor submit his invoice to City for payment by mail or fax (314) 264-2074
9. Payment will be made in 14-21 days.



2018 EXTERIOR REHABILITATION GRANT APPLICATION – OWNER-OCCUPIED PROGRAM

Neighborhood Stabilization grant applications will be accepted February 1-28, 2018. Drawing during the March 5, 2018 council meeting.

Date: _____

Maximum Amount: **\$ 1,000.00**

Eligible Improvements:

All work performed must be exterior work, which results in the repair, improvement, reconstruction, maintenance or enhancement of the exterior faces of the property. Property must be owner-occupied. Rental property is prohibited from this program.

Eligible exterior work may include:

Driveway

Exterior Doors

Windows

Roof

Gutters & Downspouts

Exterior Painting (Proper
preparation required)

Landscaping

Porches

Caulking and Winterizing
Overhang

Siding

Tuck-pointing

Items not listed must be

approved by the City Council

I. PROPERTY (Must be owner-occupied):

Property Address: _____

Legal Owner(s) of Record: _____

Mailing Address: _____

City & State, Zip Code: _____

Primary Day Phone: () _____

Primary Evening Phone: () _____

Primary E-mail Address: _____

In completing the application, please type or write or print legibly. Be as clear as possible and read all questions before answering to avoid repetition.

II. PROJECT SUMMARY

1. Briefly describe your property, including the date of purchase. Attach a copy of the St. Louis County paid Property Tax form. _____

2. **Scope of Work:** Describe the work you will be undertaking. Explain how the work will enhance the property. Describe in detail the materials and methods that you propose to use. _____

3. Briefly describe any rehab work you have already completed on the property. List the major work items and the year in which the work was completed. _____

4. Describe how the proposed request for funds will repair a serious maintenance problem affecting the physical condition of the property. _____

III. REQUEST FOR FUNDS

A completed application identifying work to be done; and a tax receipt showing ownership of the property. Homeowner(s) can select contractor after the drawing.

The contractor or tradesperson selected must have experience with the work item they will complete. The property owner is encouraged to select the contractor or tradesperson who is *best qualified* to perform the scope of work.

Any price increases above \$1000.00 is the responsibility of the property owner. The city does not pay federal, state or local taxes.

The contractor will be paid directly by the City of Berkeley after all work is completed and inspected by Berkeley Inspectors. NO monies will be given to the homeowner. Once the invoice is submitted, a check will be released within 14 working days. No same day payment.

IV. Previous year winners are not eligible to submit an application in this drawing

V. All work must be completed and inspected no later than June 30, 2018.

Owner(s) Print Name _____ Signature(s) _____

Owner(s) Print Name _____ Signature(s) _____

STAFF USE ONLY – DO NOT WRITE BELOW THIS LINE

Date Received by PW: _____ **Staff Initials:** _____ **Application No.:** 2018 - _____

Inspector Assigned: _____ **Inspection Date:** _____

Results: _____

Inspector shall attach pictures of working requiring funding. Before and after pictures are needed for payment.