

## NEW HOME OWNER IMPROVEMENT PROGRAM

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### RESIDENTIAL EXTERIOR IMPROVEMENTS GRANT

**\$1,500 match**

- Grant is available for New or Existing Phelps County Residents purchasing a primary residence of a single-family house, townhome, or condo located within city limits for all municipalities in Phelps County, valued at \$225,000 or less and needing/wanting to do exterior improvements to be owner occupied.
- Buyer must apply and receive PCDC's approval for loan at least 2 weeks before closing on property.
- Qualifying projects are as follows: sidewalk or driveway installation/repair, new roof, windows, siding, building a garage.
- In order for PCDC to review application, applicant must attach all the requested documents and information to the completed two-page application.
- Work cannot begin until new owners have received approval from PCDC and closed on the property.
- PCDC will pay the contractors/service providers directly on behalf of the applicant.
- For the project to be funded once completed, final Invoices and photos of the improvements must be turned in to PCDC. PCDC will then issue payment check(s) and mail to the addresses provided on the final invoices. If any of the service providers require a deposit prior to starting the project, please inform PCDC when applying.
- By signing the application, Applicant gives PCDC permission to use before and after pictures of the improvements for any marketing purposes.

### **APPLICATION:**

DATE OF APPLICATION: \_\_\_\_\_

APPLICANT'S NAME(S): \_\_\_\_\_

APPLICANT'S CURRENT ADDRESS: \_\_\_\_\_

APPLICANT'S PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NEW PROPERTY'S ADDRESS: \_\_\_\_\_

PROPERTY'S LEGAL DESCRIPTION: \_\_\_\_\_

EXISTING EXTERIOR CONDITION: \_\_\_\_\_

PLANS FOR IMPROVEMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**RESIDENTIAL IMPROVEMENT APPLICATION CONT'D:**

ESTIMATED TOTAL IMPROVEMENT PROJECT COST: \_\_\_\_\_

PROPERTY VALUE: \_\_\_\_\_ ESTIMATED VALUE AT COMPLETION: \_\_\_\_\_

ANTICIPATED CLOSING DATE ON PROPERTY: \_\_\_\_\_

**PLEASE ATTACH THE FOLLOWING SUPPORTIVE DOCUMENTS TO COMPLETE YOUR APPLICATION:**

1. SKETCHES, PICTURES, OR SAMPLES OF PROPOSED RENOVATION PLANS
2. A COMPLETE COPY OF YOUR PROJECT'S BID(S).
3. PRICING SHEET(S) OF ANY ADDED FEATURES TO YOUR PROPERTY.
4. PHOTOS OF THE PROPERTY'S CURRENT CONDITION.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
**PCDC REPRESENTATIVE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**Approved/Denied**

**PCDC' NOTES AND FOLLOW UP INFO:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Are the following documents included in application:**

- Sketches, pictures, or samples of proposed renovation plans: \_\_\_\_\_
- A complete copy of your project's bid(s): \_\_\_\_\_
- Pricing sheet(s) of any added features to your property: \_\_\_\_\_
- Photos of the property's current condition: \_\_\_\_\_