



Application for Single-Family Residential Rehabilitation Incentive

A person seeking a City of Carrollton Single-Family Rehabilitation Incentive for the rehabilitation of eligible single-family residential property must complete this application, furnish attachments as required therein and present the completed application to the Environmental Services Department, City of Carrollton, 1945 E. Jackson Road, Carrollton, Texas 75006.

Property Address _____

Property Owner Name(s) _____

Property Owner Street Address _____

Property Owner City, State, Zip Code _____

Property Owner Telephone _____

Property Owner Email Address _____

If the property is held by a corporation _____

Registered Agent Name _____

Registered Agent Mailing Address _____

Registered Agent Telephone _____

Registered Agent Email Address _____

Please attach:

- 1) A project timeline including the date by which construction will be completed;
- 2) Two estimates detailing the rehabilitation costs.

Eligibility: A homeowner may be eligible for assistance under this program if they meet all of the following criteria:

- The home is a single-family detached dwelling located within the City of Carrollton
- The home is located within a Neighborhood Empowerment Zone
- The applicant owns the home
- All payments for City-provided utilities and all property taxes are current for the property
- The applicant must complete an application and follow the application process
- An incentive agreement must be approved by the Carrollton City Council prior to the start of any renovation work
- An applicant is limited to one incentive agreement per calendar year, although multiple project elements may be included in a single incentive agreement
- The property must not be under enforcement action of the Property Standards Board
- The property must not be in foreclosure proceedings
- Rehabilitation of the house must be completed within twelve (12) months of the date of City Council approval of the incentive agreement

Participation in the program is subject to the following criteria:

- The house must be at least five years old at the time of approval of the incentive agreement
- Incentives are limited to exterior improvements, as follows:
 - **Site Elements** (minimum \$1,000 of private investment)
 - Landscaping additions or improvements, including the addition or replacement of trees in front yard areas
 - Lead walk or driveway renovation or repair
 - **Building Elements** (minimum of \$4,000 of private investment)
 - Façade improvements on the house elevation facing the street upon which the house is addressed
 - Window and door replacements that result in improved energy efficiency
 - Replacement or additions to front porches or patios
 - Repair or replacement of the roof
 - Repair, replacement or repainting of the eaves or trim
 - **Screening Elements** (minimum \$1,000 of private investment)
 - Repair or replacement of fences
 - Repair or replacement of retaining walls located upon a public street frontage
 - **Cumulative Project Investment is allowed to meet Required Minimum Investment**
 - **Alternatives to Required Minimum Investment:** if the value of an applicant's proposed project is lower than the minimum investment levels above, the value of the following repairs may be used to meet the required investment
 - Foundation Repair – up to ten percent (10%) of the expenditures for foundation repair may be applied to the required minimum investment
 - Qualifying Interior Repairs – for interior repairs necessary to bring the house into compliance with the Carrollton Housing Code (Title IX, Chapter 96 of the Carrollton Code of Ordinances), up to ten percent (10%) of the expenditures for interior repairs may be applied to the required minimum investment

**Any additions to a property not identified above will require further review by the Re-Development Sub-Committee*

**Applications regarding driveways associated with the NOTICE program and replacement fences are not required to be reviewed by the Re-Development Sub-Committee*

Certification: "I hereby certify that all information provided in this application is, to the best of my knowledge and belief, true, accurate and complete. I further certify that eligibility criteria are fully met for the property described in this application."

Signature of Owner/Agent Attesting to Certification _____

Printed Name _____ Date _____

Acknowledgement:

State of Texas,

County of _____

Sworn to and subscribed before me, by the said _____, this _____ day of _____, 20____, to certify which, witness my hand and seal of office.

(Personalized Seal)

Notary Public's Signature

Please note these procedures:

- Project review of each application is required by city staff including appropriate comments and recommendations for changes prior to submission to the City Council Re-Development Sub-Committee
- All applications will be reviewed by the Re-Development Sub-Committee. Any modifications to the application will be made prior to forwarding the application to the full City Council with a recommendation for approval or denial
- City Council will review the recommendation of the Re-Development Sub-Committee and vote to either approve or deny the grant application
- The grant incentive will consist of cash payment payable upon successful completion of the project as outlined in an incentive agreement to be entered into between the City and the owner of the property

** Applications are determined on a case-by-case approach. Exceptions to this policy may be approved by the Re-Development Sub-Committee*