

RECONSTRUCT PROCEDURES

- I. Client puts their name on the call back list
Property must be owner occupied
Must fall in the income range
- II. When client comes up on waiting list
Fills out application and provides qualifying documents
- III. Determine income and whether rehab will be paid back or not
- IV. Rehab Coordinator does a Work Write Up (WWUP)
Rehab Coordinator determines property is more than 75% deteriorated
Property will need to be reconstructed
- V. Land records prepared
If liens get them cleared before demo
Clear title and property in owners name
- VI. Survey
Determine if building over the common lot line
If house will be over obtain paper work from zoning and get it signed before demo
- VII. Check zoning to determine the square footage of house
- VIII. Site plan
- IX. Foundation letter
- X. MEC check
- XI. Project out for bid (10 days) include
Site plans
Building Materials list
Floor plans
3 elevations
- XII. Determine contractor
- XIII. Client moves out to
Apartment
Relatives