

## Reconstruction Procedures

- I. Client is put on waiting list.  
Property must be owner occupied.  
Client income must be within income range.
- II. Client is called to come in to fill out application and provide all qualification documents.
- III. Neighborhood Services determines eligibility and what level of assistance-Deferred Payment Loan, 0% loan, or 3% loan. Lien will be placed on property for the amount of the reconstruction.
- IV. Rehabilitation Coordinator determines property is 75% deteriorated from appraisal district value. Property will need to be reconstructed. Rehabilitation Coordinator prepares Work Write-Up(WWU) and/or bid request.
- V. Title Company performs title/land records search. Any outstanding liens must be satisfied and cleared. There must be clear title in owner's name.
- VI. Perform Survey. Determine if building is over the common lot line.
- VII. Check with building inspection/zoning to determine square footage of house.
- VIII. Obtain Site Plan
- IX. Obtain Foundation Letter
- X. MEC Check
- XI. Bid out project including site plan, materials list, floor plan, and elevation with any other specific requirements.
- XII. Determine Contractor / winning bidder
- XIII. Client moves out or is relocated during reconstruction.