

RECONSTRUCT PROCEDURES

- I. Potential clients fill out the qualification questions form.  
Property must be owner occupied and client must fall in the income range.
- II. When client comes up on waiting list, client fills out application and provides qualifying documents.
- III. We determine income and whether rehab will be paid back or not.
- IV. Rehab Coordinator does the Work Write Up (WWU) and determines if the property is more than 75% deteriorated.
- V. If the property is more than 75% deteriorated, will need to be reconstructed.
- VI. Obtain Land Records.  
Property must be in owner's names. If any liens were found, they will need to be cleared before demolition.
- VII. Obtain survey.  
Determine if building over the common lot line and if house will be over, we need to obtain paper work from zoning and get it signed before demolition.
- VIII. Check zoning to determine the square footage of the house.
- IX. Obtain site plan.
- X. Obtain foundation letter.
- XI. Obtain MEC check.
- XII. Project out for bid (5-10days).
  - Site plans
  - Building materials list
  - Floor plans
  - 3 elevations
- XIII. Award Bid to winning contractor.
- XIV. Client moves out to a relocation house, apartment or relatives.