

DATE: \_\_\_\_\_ PROGRAM YEAR: \_\_\_\_\_

Name: \_\_\_\_\_

Address:

\_\_\_\_\_

Address of project house:

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

What is the approximate age of your house? \_\_\_\_\_

Is your home currently being used as a rental house? [ ] Yes [ ] No

Please briefly describe the repairs that you intend to make to the house indicated above:

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

Eligible repairs for this program include: siding repair, exterior painting, sidewalk repair or replacement, roof repair, porch repair, window repair or replacement, and any other repair necessary to meet BOCA National Property Maintenance Code requirements for exterior maintenance.

Persons awarded grants under this program will:

↳ Supply a photograph of the area that the owner wants to repair to the Department of Neighborhood Services prior to any work being done.

↳ Complete a self-declaration of income form.

↳ Wait to receive written notice from the Department of Neighborhood Services to

proceed with repairs.

↳ Complete and pay for approved repairs.

↳ Submit project receipts and bills, along with a photograph of completed work, to

Department of Neighborhood Services for payment.

↳ Receive payment for completed repairs.

## APPLICATION PROCEDURES

1) Complete application form.

- 2) Attach one photograph of the area you wish to repair.
  
- 3) Attach one photograph of the exterior of the front of your home.
  
- 4) Complete the self-declaration of income form attached to this application.
  
- 5) Attach one copy of a proof of income (check stub, voucher statement, tax return statement).
  
- 6) Double check to make sure information given on application is accurate.

Please note that City grants will only be awarded for exterior property improvements.

You may either mail this form to the Department of Neighborhood Services, 226 North Michigan Avenue, Big Rapids, Michigan 49307, or drop it off to the Department of Neighborhood Services in City Hall between the hours of 8:00 AM and 5:00 PM, Monday through Friday. If you have any questions regarding this rehabilitation program please contact the Director at (231)592-4035 or by e-mail at [nbrsvcs@ci.big-rapids.mi.us](mailto:nbrsvcs@ci.big-rapids.mi.us)