

TOWN OF AMHERST HOUSING REHABILITATION PROGRAM

Procedures Outline

1. When the homeowner's name reaches the top of the waiting list, the homeowner is mailed an application, which needs to be completed and returned to the Community Development office.
2. Verification of income and property ownership is made. Verification that taxes and mortgage payments are up-to date is made.
3. Inspection of property by Building Inspector for necessary and eligible repairs.
4. If the repairs involve touching painted surfaces, lead-based testing will have to be done to your home. The Community Development Program pays for the cost of testing.
5. Preparation of "Work Write-Up and Specifications" by the Building Inspector.
6. Approval of "Work Write-Up and Specifications" by Homeowner.
7. Estimates are secured by Homeowner using the "Work Write-Up" provided by the Community Development Staff.
8. Homeowner states Contractor preferred. The selected contractor must have submitted a bid within 10% of the lowest bid obtained by the homeowner. Community Development staff verifies Contractor's insurance coverage.
9. Homeowner executes contract with Contractor of his/her choice after it is approved by staff. **DO NOT SIGN A CONTRACT UNTIL YOU RECEIVE WRITTEN NOTICE TO DO SO.** Contract forms will be provided by the Community Development Staff.
10. Homeowner signs a lien agreement.
11. After proper paperwork is signed, a "Notice and Order to Proceed" will be issued to the Contractor. **PAYMENT WILL NOT BE MADE FOR ANY WORK BEGUN PRIOR TO THE ISSUANCE OF A "PROCEED ORDER".**
12. Contractor obtains necessary permits and begins work.
13. Building Inspector makes inspections during the time the Contractor is working. Partial payments can be made for completed work.
14. Work is completed. Building Inspector makes inspection to verify completed work and makes sure that the homeowner is satisfied.
15. Homeowner is given any guarantees or warranties by the Contractor.
16. The final check to the contractor is issued by the Town.