



PLANNING AND DEVELOPMENT

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Memorandum

To: Community Development Committee

From: Kevin Conroy

Date: March 12, 2019

Re: Proposed Changes to Housing Rehabilitation Guidelines: Application Fee

Currently there is not an application fee for the Housing Rehabilitation Loan Program. It has been the experience of the Program that a significant amount of time is expended in processing the pre-application, the long application, site inspection, work write-up, soliciting and evaluating bids for the work, only to have the homeowner drop out.

It is the recommendation to require an application fee of **\$100** to be paid at the time of submission of the long application. The intent being to more accurately qualify the homeowner as to their commitment to project completion. The \$100 fee will be credited if the project does get completed, or the fee returned if the homeowner is determined ineligible at evaluation of the long application and supporting documents.

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