



Initial interview with (client name): _____

Address: _____

Appointment Date: _____ **Appointment Time:** _____

____ **Check here if there are any changes to contact information**

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

____ **Verification of Social Security Card inspection**

____ **Basic Procedural Events**

____ **Homeowner's Responsibilities/10 Things Homeowners Should Know**

____ **Contractor selection list**



Proof of Social Security Card Validation

**Social Security cards have been provided for each of the following individuals:
(Name as it appears on Social Security Card)**

Who comprise all of the residents at the property address:

Signature of authorized representative for the household, who attests that these Social Security cards are valid and represent the entirety of the household:

Name of authorized representative Signature of authorized representative Date

Signature of Program Administrator, who attests that original Social Security Cards for each of the household members listed above, have been presented for visual inspection as proof of identification and eligibility for assistance.

Program Administrator Date



BASIC PROCEDURAL EVENTS FOR CORRY REDEVELOPMENT AUTHORITY FOR RESIDENTIAL REHABILITATION PROJECTS

Upon application acceptance and enrollment into a lead hazard reduction or housing rehabilitation program, the following events will occur:

I. Homeowner Interview with Program Administrator

At this meeting, the Program Administrator informs the homeowner about the rehabilitation process, and explains all aspects of the program, including:

- Mortgage and lien
- Importance of providing a clean and safe workplace for the contractor's workers
- Inspection process
- Rental Property – Properties registered with Code Enforcement
- Bidding Process
- Relocation (if necessary)
- Final Inspection and clearance
- Review of contractor list, and exclusion of any contractor(s) homeowner does not want.
- Homeowner signs this document, filing fee notice, risk assessment authorization, and smoke detector notification form.

II. Initial Visit and Screening – Inspector

1st visit to property

This is an approximately 30 min to 1 hour visit, where the inspector introduces himself/herself to the homeowner, obtains a familiarity with the property, identifies any potential future challenges, and performs the following tasks:

- Inspects the dwelling to make sure it will provide for a safe and clean work environment.
- Creates floor plan drawing, numbers and measures each room. Measures roof area, soffit, fascia, gutters, downspouts if necessary
- Takes interior and exterior photos.
- Informs the homeowner if de-cluttering and/or cleaning must occur before proceeding.

III. Inspection / Risk Assessment - Inspector and Risk Assessor

2nd visit to property

- Corry RDA to provide floor plan drawing to Risk Assessor
- RACE Inspector to briefly discuss with Risk Assessor the general condition of the property, and to identify any out of ordinary circumstances if needed.

IV. Writing of Workscope

- When risk assessment report is received, the inspector will write a scope of work and cost estimate based on report results and inspector notes from initial inspection.



**V. Second Inspection – Inspector
3rd visit to property**

- Homeowner receives a copy of the risk assessment.
- Inspector goes over hazards, conducts 2nd inspection based on the risk assessment notes.
- Inspector looks at potential other hazards such as electrical, plumbing, roof issues.

VI. Workscope Review – Program Manager

- Inspector reviews workscope with program manager for funding approval.

**VII. Contractor Bid Walkthrough
4th visit to property**

- Inspectors will walk through the house with 2-3 contractors for the purpose of preparing bids.
- If any changes are to be made to the workscope, revisions will be made at this time. Upon return to the office, the inspector will revise the workscope and email revised version to contractors.

VIII. Contractor Bids

- Sealed bids are received and reviewed at a designated day and time; project is awarded to lowest bidder.
- Bids that exceed 110% of the estimate will not be considered; if all bids exceed 110% of the estimate, the project will be re-bid.

IX. Closing at Corry RDA office

- Signing of the mortgage, Contractor Agreement, Mechanic’s Lien Waiver, and, if applicable, all relocation documents
- Homeowner to make selections on replacement items from contractor samples.
- Contractor signs Contractor Agreement, Mechanic’s Lien Waiver
- Dates for the project are established; the Notice to Proceed is completed and signed by all parties.

X. Project is scheduled

- Contractor will contact the homeowner and Corry RDA when the 5-day notification is approved by the Pennsylvania Department of Labor and Industry.

XI. Occupants will be relocated (if applicable) and Contractor will perform work

- Upon completion of project, Corry RDA, homeowner, and City of Corry Code Enforcement Officer (City of Corry only) must be in agreement that the work was performed as required in the scope of work, with at least satisfactory quality. Contractor will not be issued a final payment until this occurs.



Homeowner's Responsibilities

Please initial each item to indicate that you understand and give consent.

_____ Please be advised that as the homeowner, **you will be responsible to pay an administrative fee of \$50.00 - \$175.00.**

_____ Please be advised that if the cost of the repairs exceeds the total allowable amount per the program guidelines under which you are receiving work, you will have the option to provide the additional funds required for the repairs. If you cannot or choose not to provide the additional funds, items can be deleted from the scope of work.

_____ All applicable fees must be paid before any work begins.

10 Things Homeowners Should Know

The Corry Redevelopment Authority staff and contractors strive to perform our jobs in an efficient and professional manner. In an effort to improve homeowner understanding of our program and to prevent any misconceptions as to what type of work is eligible, we have created this reference. The following is a list of some of the things homeowners should be aware of before participating in our program.

1. The purpose of our program is to address health and safety issues in the home.
2. Homeowners should **not** expect their home to be new or appear to be new when the work has been completed. The program is for rehabilitation, and is **not housing restoration** as if it were newly- constructed.
3. This program does not include historic restoration.
4. Homeowners should not expect all floors, walls, ceilings, doors, windows, etc. to be completely plumb, level and square. This is especially true in older homes.
5. The Corry Redevelopment Authority may not provide assistance for all of the improvements that homeowners want. The list of rehabilitation work to be performed will be reviewed with the homeowner prior to commencement.
6. The homeowner is not allowed to request or negotiate additional work of the contractor. Any additional work, including change orders, must be communicated to the Corry Redevelopment staff for consideration and approval.
7. Reasonable access to the home and the home's utilities (throughout the project) must be made for the contractor and Corry Redevelopment staff to begin, manage, and complete the list of rehabilitation work.



8. The contractor or homeowner may contact the Corry Redevelopment staff to address any concerns regarding the progress of the work. Lack of cooperation and or unreasonable disruptions on the part of the homeowner may cause termination of the work.
9. Corry Redevelopment Authority reserves the right to share images of your property, which may include some identifying characteristics, on our official social media pages. I understand that if I do not consent to such images being shared, I must notify the Redevelopment Authority of this, in writing, before the contract closing is conducted.
10. I have been informed that the contractor performing the work on my home will place a sign in my yard advertising the Corry Redevelopment Authority.

Homeowner Signature Date

Staff Representative Date



**CORRY REDEVELOPMENT AUTHORITY
CONTRACTORLIST:**

If there are any contractors that you do **NOT** want to bid on your job, please place an **X** through that contractor. If there is a particular contractor on this list that you would prefer to do the work, indicate this by **circling** their name and information above.

The Corry Redevelopment Authority has presented me with a list of qualified contractors, and I am aware that there could be additional contractors that become certified to perform the work identified to be completed on my home.

Homeowner's Signature

Date