

## **2016-17 COLUMBUS LANDMARKS HOME PRESERVATION PROGRAM TERMS & CONDITIONS**

Please sign and submit this application to Columbus Landmarks, 57 Jefferson Avenue, Columbus, OH 43215

Phone: 614-221-4508

email: [skeeney@ColumbusLandmarks.org](mailto:skeeney@ColumbusLandmarks.org)

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To the Home Owner/Applicant:

The Columbus Landmarks Home Preservation Program will join with you in your renovation process and help monitor the established scope of work on your home.

### **TECHNICAL ASSISTANCE**

This will be provided in the form of advice and hands-on assistance on the repair, maintenance and renovation of houses that are 50 years old or older. It is free to homeowners and may involve some or all of the following:

- Initial walk-through to assess condition of home – repair and maintenance issues
- Guide and help homeowner determine the best method of repairing or maintaining the house – determine project approaches and scope of work
- Provide recommendations of methods/products to make the house more energy efficient
- Assist with determining architectural styles and providing resources on home history
- Provide recommended lists of qualified contractors who are skilled in repairing or renovating older homes and have a resume of successful projects
- Provide written guidelines/specifications to be reviewed and followed by Homeowner and Contractor throughout the renovation process
- Review all materials, colors & product specifications for approval prior to start of construction
- A maximum of 3 visits to the project site during the renovation process
- Assist with evaluating contractor bids and estimates
- Consultations as to appropriate colors for the design and age of the house
- Assist in working with area design review boards, area commissions, and zoning boards, if applicable
- Provide guidance in process of securing any required permits, if applicable

As a partner in this process, all applicants shall agree to the following *Terms and Conditions*:

### **WORK REQUIRING PERMITS**

- Some items listed in the ‘Detailed Description of Planned Renovation Project’ on the Application Form, may require a building permit – architectural, plumbing, electrical, mechanical, etc. It is the homeowner’s responsibility to check with the City of Columbus to verify the type of work that requires a permit. Home Preservation Program will provide guidance, but ultimate responsibility for all permits rests with the homeowner.
- The selected Contractor or the Applicant must contact the City of Columbus within one month of the loan’s closing date to begin to secure the proper permits and to determine if any zoning, building code or other approvals are required.
- Either the Contractor or Applicant must pull all required permits. It is the Homeowner’s responsibility for ensuring that these permits have been pulled.
- You will have up to twelve (12) months from the time the loan is signed to complete the work. An extension may be granted for circumstances as approved by the Home Preservation Program, such as lengthy permit processes & weather delays
- Applicants must provide a copy of all permits to the Home Preservation Program before the final project inspection and closeout.

**NON-PERMIT WORK**

- The Home Preservation Program is available to monitor and inspect all non-permit work that receives reduced home improvement loans through participating lending institutions.
- The Home Preservation Program is responsible for certifying that all completed exterior work meets the preservation standards and guidelines as established by the *Home Preservation Program*.
- Homeowners will have up to twelve (12) months from the time the loan is signed to complete the work. An extension may be granted for circumstances as approved by the Home Preservation Program, such as weather delays

**ALL WORK, REGARDLESS OF PERMITS**

- Any written guidelines/specifications utilized by the Columbus Landmarks Home Preservation Program for the project are to be reviewed and adhered to by the Homeowner and Contractor throughout the renovation process.
- Prior to the start of construction, homeowner shall provide all submission materials that may be required for their project, including but not limited to: cost estimates, photos, plans, elevations, construction drawings, sample materials, colors and product literature.
- Priority will be given to exterior improvements, although some interior improvements may be eligible, including insulation, heating, cooling and water systems.
- Site visits will be scheduled in consultation with participating lending institutions during the project to help track the progress of your home renovation/rehabilitation project.
- Any draws for payment during construction will be determined by the lending institution.
- At the project closeout, homeowners will be required to submit a Project Completion Form with all appropriate signatures, to the Home Preservation Program. This can be a contractor-provided form.
- After the project is completed, the Home Preservation Program representative will inspect the completed work to verify that it complies with the agreed-upon project scope and adheres to all required standards for work on historic properties.
- The Home Preservation Program, in cooperation with the lending institution, strongly recommends that any work that is not in compliance must be corrected and brought into compliance before final payment draw is released.
- Homeowners shall keep a record of project expenses throughout the entire renovation project.
- Under this program any changes or alterations to significant architectural features of the subject property, both exterior and interior, are *strictly prohibited* unless otherwise reviewed and approved by the Home Preservation Program.
- Any city code violations and health and safety issues are given priority over all cosmetic improvements and renovations. These must be addressed and corrected per code.
- Property taxes must be current
- The installation of vinyl replacement windows, vinyl or aluminum siding is *not funded* by the Home Preservation Program
- Homeowners and Contractors must follow the recommended guidelines and specifications provided by the Home Preservation Program for all exterior projects.

I hereby certify that all information provided in this document is accurate and true and that funds borrowed will be used for no other purpose than the home improvements described herein. Furthermore, the undersigned agrees to follow the specifications and guidelines set forth for the program and to comply with all monitoring duties required by the Home Preservation Program. Failure to follow these program parameters may affect continued participation in this program

APPLICANT NAME:

Printed \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

COAPPLICANT NAME:

Printed \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

