



Community Development Authority

City of Racine

TID Payment Instructions for Contractors

Contractor, it is our goal to make the payment process as easy as possible. Please save this for future reference/projects.

1. Create an invoice for the owner (estimate may NOT be used) on company letterhead with address & phone number; *must* include:
 - a. Date
 - b. Owner name(s)
 - c. Property address where the work was performed
 - d. Description of work
 - e. Project total
 - f. Deduct any/all payments received by the homeowner and/or the City
 - g. Balance owed
2. Complete a partial or full lien waiver for this project (owner & address)
3. Attach permit(s) required for this project, if not already submitted
4. Include at least 2 photos of every repair/enhancement job, encouraged but not required.

Submit all documentation to the City of Racine in-person, by mail or e-mail.

In-person: City Hall, Room 304, 730 Washington Ave. Racine, WI 53403

E-mail: CDA.Applications@cityofracine.org

If you have any questions please call us at 262-636-9151.

Kind regards,
CDA staff



(262) 636-9151



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Racine, Wisconsin 53403



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