



Racine: Rehabbed and Ready Program Parameters and Rules

Process to Apply and Receive Funds (up to \$25,000.00 per property)

1. Read and understand the program guidelines in this document.
2. Apply to the program using application on the following page.
3. Inspection of the property by City Building Inspection Division.
4. Consideration of eligible application by the Community Development Authority (CDA).
 - Decisions of the CDA or Executive Director are final and not subject to appeal.
5. Demonstrate legal title (ownership) to the property (within 6 months of CDA approval).
6. CDA issues a contract with a notice to proceed.
 - Applicant will have one year to complete renovation work.
7. Building permits applied for and issued.
8. Inspections by Building Division staff occur and final inspections pass.
 - House is determined habitable by all City Departments.
9. Deed restriction requiring occupancy by owner-occupants only is recorded with the County Register of deeds.
10. City/CDA staff issue payment to applicant for up to \$25,000.00
 - Lien waiver(s), invoices, and proof of payment are required before payment will be processed.
 - Recording information of deed restriction.

Property Eligibility Requirements (all must be met)

- Vacant for at least 90 days.
 - Verified by City/CDA staff through utility usage, foreclosure information, vacant property registry, building records, USPS mail service, and other records available to City/CDA staff ascertain property vacancy.
- Property shall be a single unit dwelling OR if an existing multi-unit dwelling, must be converted to a two-unit dwelling or single-unit dwelling.
- Properties currently inhabitable as determined by the Department of City Development, Health Department, or other City Official.
- Properties with raze (demolition) orders, or otherwise condemned by City Officials, shall not be eligible for the program.

Applicant Eligibility Requirements (all must be met)

- Applicants personally, or through corporate entity, shall not owe taxes, fines, fees, or other liabilities outstanding to the City of Racine at the time of application.
- No applicant, partnership, corporation, or combination thereof, shall be allowed to have more than two properties active under this program at any one time.
 - No applicant, partnership, corporation, or combination thereof, shall renovate more than five properties in total under this program.
- No property shall be eligible for funding more than one time.
- Applicants who own property with outstanding health, property maintenance, zoning, or building code violations or any orders from the City that are not actively being abated, are not eligible for this program.
- Applicants who have been convicted of violating any order of the City within the past year, are not eligible for this program.
- Applicants have owned property in the City that, at any time within the past 5 years, was acquired by means of foreclosure, are not eligible for the program.
 - This applies to any ownership group or LLC of which any prospective buyer has been a member.



Community Development Authority

City of Racine

Application for Racine Rehabbed and Ready

Applicant Name: _____

Address: _____ City: _____

State: ____ Zip: _____

Telephone: _____ Cell Phone: _____

Email: _____

Property Address (property to be renovated): _____

Proposed Scope of work: _____

Acknowledgement and authorization signatures

Racine: Rehabbed and Ready is not a permit; applying does not equate to approval.

This is a reimbursement program (up to \$25,000.00), all project costs must be paid in advance and the grant will be awarded after successful final inspection from the City.

If awarded, the applicant will be required to submit a W-9 form to receive funds.

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial or processing of this application. By signing the application, I/We have read and understand the rules and procedures of the program.

Applicant Signature (acknowledgement): _____

Date:_____

Applicant Signature (acknowledgement): _____

Date:_____

Applicant Signature (acknowledgement): _____

Date:_____

Completed applications may be turned into Room 304 of City Hall or emailed to buildup@cityofracine.org