
October 18th, 2021

Subject: Housing Rehabilitation Programs

Dear Applicant:

Thank you for contacting the Safe Home Rehabilitation and LeadSafe Charlotte Programs. These programs provide financial assistance to make much-needed home repairs. Some programs require a Deed Restriction to be placed on the property. Please carefully review the **Program Information and Assistance Policy** (attached) before completing the application.

Please note the following before completing the application:

- 1) Proof of Income is not required along with this application. Once pre-qualified, income for all adults over 18 will be verified, using at a minimum, pay stubs, mortgage documents, bank statements, and documentation of other assets. These documents must be received by the deadlines provided when requested.
- 2) To do a proper inspection, the home must be free of clutter. All walls and floors of each room must be accessible to the inspector.
- 3) Initial inspections may take 3-4 hours. Applicants must provide access to the home during normal business hours (Monday through Friday, 8 am-5 pm) for inspections and completion of any work. A household member must be present during the inspection. Work can take from 1 day to 6 weeks in some cases.
- 4) Applicants may be required to relocate for extended periods (including overnight), at their own expense during the completion of any repairs.

Please submit the Prequalification Application no later than **November 24, 2021, at 5 pm** per the Program Information and Assistance Policy to:

Waleska Selles
City of Charlotte
600 E. Trade St.
Charlotte NC 28202

All requested information must be included for the application to be processed. If you have any questions, please call me at 704-336-4114.

Sincerely,

Waleska Selles
Administrative Assistant