

October 1, 2019

Subject: Housing Rehabilitation Programs

Dear Applicant:

Thank you for contacting the Safe Home Rehabilitation and LeadSafe Charlotte Programs. These programs provide financial assistance to applicants to make much needed repairs to their homes. Some programs require a Deed Restriction to be placed on the property. Please carefully review the **Program Information and Assistance Policy** prior to completing the application. All applications will be reviewed after the application period ends. Applicants will be notified in March of 2020.

Please note the following prior to completing the application:

Proof of Income is not required along with the 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.

Home repairs take time. Initial inspections may take 3-4 hours. Applicants must be willing to allow access to the home during normal business hours (Monday through Friday, 8 am-5pm) for inspections and completion of any work. A household member must be present during the inspection.

Applicants may be required to relocate, at their own expense, during completion of any repairs.

Please submit the *Prequalification Application* no later than **November 27, 2019 at 5 pm** in accordance with the *Program Information and Assistance Policy* to:

Kenya Brown
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 704-336-7844.

Sincerely,

Kenya Brown
Administrative Assistant