



## **HOME IMPROVEMENT INCENTIVE PROGRAM**

### **Checklist**

The following documents must be included for consideration for participation in the Home Improvement Incentive Program. Failure to omit any of the following documentation may render the application ineligible or delay approval for participation in the program.

#### Application Documentation

- A signed and completed Application.
- A signed Participation Terms and Conditions.

#### Supporting Documentation

- A printed copy of the most recent Dallas County Appraisal District's appraised value of the property to be improved.
- Proof that the homeowner is current on property taxes.
- Proof that the homeowner is current on the homeowner's insurance for the property as evidenced by a receipt or documentation showing the policy has been paid or is current on scheduled payments.
- Line-item bid estimate(s) provided by a licensed contractor who will perform the improvements.

Complete application packets may be mailed, faxed, or sent to [Neighborhoods@garlandtx.gov](mailto:Neighborhoods@garlandtx.gov).



**Office of Neighborhood Vitality**  
 800 Main Street, 2<sup>nd</sup> Floor  
 P.O. Box 469002, Garland, TX 75046  
 Neighborhoods@GarlandTx.gov  
 972-205-2445

# HOME IMPROVEMENT INCENTIVE PROGRAM

## Application

IMPORTANT: Applications must be approved before starting work in order to be eligible for the rebate.

Thank you for partnering with the City of Garland to improve the appearance of your residence. Please read each section thoroughly. Refer to the Home Improvement Incentive Policy for details. Do not bind or staple the application and supporting documents.

### Applicant Information

**Applicant Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **How long have you owned the property?** \_\_\_\_\_

### Property Information

**Property Address:** \_\_\_\_\_ (may put "Same" if identical to Applicant Address) \_\_\_\_\_

**Current Total Appraised CAD Value:** \_\_\_\_\_

**Note: Must attach proof of current CAD value. DCAD "market value" is used to evaluate all applications.**

Visit <http://www.dallascad.org/searchaddr.aspx>

**Current on Property Taxes?                      Yes                      No**

**Note: Must attach proof that owner is current on property taxes.**

Visit [https://www.dallasact.com/act\\_webdev/dallas/index.jsp](https://www.dallasact.com/act_webdev/dallas/index.jsp) and [www.texaspayments.com](http://www.texaspayments.com)

**Current on property insurance?                      Yes                      No**

**Note: Must attach proof of current property insurance policy for the property address listed above.**

**Occupancy (check only one):                      Owner-Occupied                      Rent/Lease-Occupied                      Vacant**

**In what year was the home built?** \_\_\_\_\_

**Is this project part of an insurance claim?                      Yes                      No**

## **Project Information / Improvement Request(s)**

Re-shingle roof (must replace a minimum of 50% of the roof area to qualify) - Permit Required

Replace windows with energy-efficient windows (must replace a minimum of 50% of total windows)  
(If less than 100% of windows are replaced, windows selected for replacement must be visible from the street) - Permit Required

Replace exterior doors, including garage door

Replace soffit and fascia (must replace with fiber-cement material, such as Hardiplank) (must replace a minimum of 50% to qualify)

Replace entire driveway with concrete, if located at the front of the house - Permit Required

Replace or repair fence to City specifications (must replace or repair a minimum of 50% of the total linear feet of fencing to qualify) - Permit may be required

Replace siding (must replace a minimum of 50% of total siding area to qualify)

Add or repair garage, conforming to City specifications - Permit Required

Repaint house (entire house surface of main living structure must be painted to qualify)  
(color must be consistent with neighborhood and follow any existing HOA guidelines)  
(accessory buildings do not qualify for repainting)

Install or replace front gutters and downspouts (color of match or compliment house color)

Add or repair front porch, conforming to City specifications

Foundation repair (must attach a foundation assessment from a structural engineer certified in the State of Texas which is dated no longer than 90 days from this application) - Permit Required  
(foundation repair cannot be the only improvement requested - see Policy for more details)

Removal of accessory building (repair or renovation not eligible)  
(cannot be the only improvement requested - see Policy for more details)

Total Estimated Cost of Improvements:

Applicant must include a copy of the itemized bid estimate by the contractor that will perform the work.

I hereby certify that the information provided is true and accurate to the best of my knowledge.

Owner Signature

Date



# HOME IMPROVEMENT INCENTIVE PROGRAM PARTICIPATION TERMS AND CONDITIONS

APPLICANT NAME: \_\_\_\_\_ (“Applicant”)

APPLICANT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing these TERMS AND CONDITIONS, Applicant acknowledges that Applicant has read the requirements of the Home Improvement Incentive Program established by Resolution No. 10362 of the City of Garland, Texas (“Program”), and agrees to hereby bind Applicant, including Applicant’s successors and assigns, to the Program’s policies, requirements, and the terms and conditions contained herein .

**WHEREAS**, Applicant has applied to participate in the Program, whereby Applicant will construct, place, and maintain certain improvements (the “Project”) at or near \_\_\_\_\_ in Garland, Texas for the benefit of the citizens of Garland; and

**WHEREAS**, Applicant has agreed to undertake and diligently pursue the construction of the Project to full and satisfactory completion, in full compliance with all approved plans, specifications, permits, ordinances, rules, and regulations; and

**NOW THEREFORE**, the Applicant in exchange for Applicant’s admission into the Program, agrees to the following terms and conditions:

## **Section 1. Program Process**

- (A) Applicant agrees to complete and sign all required documents to participate in the Program.
- (B) Applicant shall provide all required supporting documentation to participate in the Program.
- (C) Applicant shall attend a face-to-face appointment with a Program coordinator, if required. The coordinator will review the application and the Program policy with the Applicant.
- (D) Applicant shall submit a scope of work to the Program coordinator. Upon the Program coordinator's approval of the scope of work, the Applicant will schedule an initial inspection from the Building Inspection Department of the City of Garland to inspect the area for which improvements will be made.
- (E) Following approval of the scope of work and final acceptance, the Program coordinator will submit a Notice to Proceed letter to the Applicant. The letter will confirm the approved improvements, including any required modifications to the Applicant's submitted scope of work, and identify a mandatory project completion date.
- (F) Applicant shall be responsible for obtaining all necessary permits for the construction and completion of the Project.
- (G) When the improvements are complete, Applicant must schedule a final inspection with the Building Inspection Department.
- (H) Upon passing final inspection, Applicant shall submit a Rebate Request Form and W-9.
- (I) A Rebate award letter and rebate check shall be sent to Applicant within 30 calendar days of receipt of all supporting documentation and final approval of the Program coordinator.

## **Section 2. Rebate Requirements**

Improvements or associated work performed before the issuance of the Notice to Proceed letter will not be considered for participation in the Program. Applicant agrees to complete all approved improvements within six (6) months of the issuance of the Notice to Proceed letter.

## **Section 3. Conditions of Participation**

- (A) Applicant must provide all supporting documentation necessary to document improvements to be made to the property and estimated costs to make the improvements.
- (B) Applicant must be available or have an adult, at minimum 18 years of age, available for City staff to perform inspections.

(C) Applicant is responsible for ensuring improvements are completed in a professional and workmanlike manner.

(D) Applicant must use a contractor registered with the City of Garland to perform all improvements requiring a permit.

(E) The City does not warrant any of the products or services installed.

(F) Applicant is solely responsible and liable to the contractor for all costs of improvements.

(G) Applicant must submit a Rebate Request Form within thirty (30) days of passing final inspection.

(H) Applicant is responsible for ensuring documentation is complete and accurate.

(I) Applicant agrees to allow the City to use photographs taken during inspections for promotional materials for the Program.

#### **Section 5. Disclosure of Rebate to Internal Revenue Service**

The City will report any rebates provided under the Program to the Internal Revenue Service. The City will mail Applicant a paper copy of Form 1099 by January 31<sup>st</sup> of the year following the completion and payment of the rebate.

#### **Section 6. Amendments**

The Home Improvement Incentive Program, Participation Terms and Conditions, program requirements, and associated timelines are subject to change by the City without notice.

#### **Section 7. Indemnity**

**Applicant hereby indemnifies, releases, discharges, and agrees to hold harmless the City of Garland, Texas, and all of its present, future and former agents, employees, officials, successors, assigns, attorneys, and representatives in their official, individual and representative capacities, (collectively referred to herein as the "Released Parties") from any and all claims, demands, causes of action, judgments, liens and expenses (including attorney's fees, whether common law or statutory), costs and damages (whether common law or statutory, whether actual, punitive, consequential or incidental) of any conceivable character, due to or arising from injuries to persons (including death) or to property (both real and personal) created by, arising from or in any manner relating to: (i) the Project; (ii) to any approval, permission, inspection, or review provided by any Released Party; or (iii) the conditions and circumstances that necessitated the Project. The foregoing release expressly includes any form of liability including strict liability, liability arising under the constitutions of the United States and Texas, and those caused by the negligence or other fault of any Released Party. This Release is intended to cover and release all possible claims and damages which Applicant may have at the present, at any time in the past, or may possess at any time in the future against**

**any Released Party to the extent those claims relate to the Project or the conditions and circumstances that created, led to or necessitated the Project, and regardless of whether those claims and damages are fully known or appreciated at this time.**

By signing below, I acknowledge that I have fully read the Terms and Conditions of the Program and understand and agree to the terms and conditions herein.

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Applicant Name (printed)

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Applicant Name (signature)

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Applicant Address for Notice