

**CAIRO RESIDENTIAL REPAIR AND  
REVOLVING RESTORATION LOAN FUND**

**REHABILITATION  
FILE CHECKLIST**

**Application Number:** \_\_\_\_\_  
**Application Mailed:** \_\_\_\_\_  
**Application Received:** \_\_\_\_\_  
**Credit Check:** \_\_\_\_\_  
**Interview Date:** \_\_\_\_\_  
**Application Approved:** \_\_\_\_\_  
**Letter of Approval/Denial** \_\_\_\_\_  
**Amount of Fund Assistance:** \_\_\_\_\_ **Term:** \_\_\_\_\_ **Rate:** \_\_\_\_\_  
**Satisfactory Completion:** \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Owner Occupied  Yes  No

Rehab Address: \_\_\_\_\_  
Work Phone: \_\_\_\_\_

Mortgage Amount: \_\_\_\_\_ Amount Due on Mortgage: \_\_\_\_\_  
Tax Assessed Value of Property: \_\_\_\_\_

**OWNERSHIP VERIFICATION**

a. deed \_\_\_\_\_ b. title \_\_\_\_\_ c. contract of sale \_\_\_\_\_ d. mortgage \_\_\_\_\_  
e. copy of lease for rental property \_\_\_\_\_ f. other \_\_\_\_\_

**INCOME VERIFICATION**

a. W-2 \_\_\_\_\_ b. Tax return \_\_\_\_\_ c. Copy of recent pay stubs (one month) \_\_\_\_\_  
d. Copy of recent savings/checking \_\_\_\_\_ e. Letter from employer \_\_\_\_\_ f. Other \_\_\_\_\_

**CURRENT PROPERTY TAX VERIFICATION**

Current Property Tax Verification: \_\_\_\_\_  
Sewer and Water Tax Verification: \_\_\_\_\_

**NOTE AND MORTGAGE INFORMATION (TOWN charge)**

a. Homeowner's Insurance \_\_\_\_\_ b. Legal Fees \_\_\_\_\_ c. Recording fees \_\_\_\_\_  
d. Inspection fees \_\_\_\_\_ e. Administrative fees \_\_\_\_\_ f. Other \_\_\_\_\_

**Title Insurance** \_\_\_\_\_ (homeowner charge)

Applicant's Attorney: \_\_\_\_\_ (If applicable)  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**SPECIFICATION AND BID INFORMATION**

Property Inspection \_\_\_\_\_  
 Specifications Completed: \_\_\_\_\_  
 Cost Estimate: \_\_\_\_\_  
 Work Permit Issued \_\_\_\_\_  
 Sent to SHPO \_\_\_\_\_ SHPO Reply \_\_\_\_\_

**CONTRACTOR INFORMATION**

Name of Contractor Hired: \_\_\_\_\_ tel: \_\_\_\_\_  
 Address of Contractor: \_\_\_\_\_  
 Contractor Certificate of Insurance \_\_\_\_\_ Contractor/Owner Agreement: \_\_\_\_\_

**PAYMENT SCHEDULE TO OWNER:**

Date	Amount	Cumulative Payments	
1. _____	_____	_____	(Upon loan approval and contractor on job site)
2. _____	_____	_____	(When half completed)
3. _____	_____	_____	(Final Payment Amount) (Upon job completion)

Release of Liens and Warranties: \_\_\_\_\_  
 Notice of Satisfactory Completion: \_\_\_\_\_

Change Order: \_\_\_\_\_ (If any)

**CAIRO RESIDENTIAL REPAIR AND  
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(PLEASE PRINT OR TYPE)

DATE: \_\_\_\_\_  
 APPLICATION NUMBER: \_\_\_\_\_  
 OWNER OCCUPIED? \_\_\_\_\_  
 INVESTOR OWNER? \_\_\_\_\_  
 IF INVESTOR % OF UNITS FOR  
 LOW/MODERATE INCOME TENANTS: \_\_\_\_\_

FOR OFFICE USE ONLY
INTERVIEWER: _____
DENIED/APPROVED: _____
LOAN AMOUNT:\$ _____
TERM: _____ YEARS
INTEREST RATE: _____

TOTAL # OF UNITS/UNITS: \_\_\_\_\_

**1. APPLICANT DATA**

**PROPERTY DATA**

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 REHAB ADDRESS: \_\_\_\_\_  
  
 HOME PHONE: \_\_\_\_\_  
 WORK PHONE: \_\_\_\_\_  
 Owner Occupied: \_\_\_\_\_ Yes \_\_\_\_\_ No

SINGLE FAMILY: \_\_\_\_\_  
 TWO FAMILY \_\_\_\_\_  
 OTHER \_\_\_\_\_  
 WOOD FRAME \_\_\_\_\_  
 BRICK \_\_\_\_\_  
 OTHER \_\_\_\_\_

**2. FAMILY DATA**

**3. OWNERSHIP DATA**

**A. APPLICANT**

EMPLOYER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 DATE STARTED: \_\_\_\_\_  
  
 RETIRED DATE: \_\_\_\_\_

MORTGAGE DATE: \_\_\_\_\_  
 (PLEASE PROVIDE COPY)  
 MORTGAGE HOLDER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 ACCT #: \_\_\_\_\_  
 IS YOUR MORTGAGE  
 CURRENT  
 YES \_\_\_ NO \_\_\_  
 (PLEASE PROVIDE RECEIPTS)

IS YOUR MORTGAGE PAID IN  
 FULL? YES \_\_\_ NO \_\_\_

**B. SPOUSE:**

NAME: \_\_\_\_\_  
 EMPLOYER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 DATE STARTED: \_\_\_\_\_

ARE YOUR PROPERTY TAXES  
 CURRENT?  
 YES \_\_\_ NO \_\_\_

ARE YOUR SEWER/WATER  
 TAXES CURRENT?  
 YES \_\_\_ NO \_\_\_

**APPLICANT'S INCOME DATA**

1. TOTAL MONTHLY INCOME	GROSS PER MONTH	3. ASSETS	AMOUNT
APPLICANT'S EARNINGS	\$ _____	Savings Accounts	
SPOUSES EARNINGS	_____	Bank 1:	\$ _____
DIVIDENDS & INTEREST	_____	Bank 2:	_____
OTHER EARNINGS	_____	Bank 3:	_____
ADDITIONAL INCOME		Checking Accounts	
a. SOCIAL SECURITY	_____	Bank 1:	\$ _____
b. PENSIONS/ANNUITIES	_____	Bank 2:	_____
c. DISABILITY	_____		
d. UNEMPLOYMENT INS.	_____		
e. WORKERS COMP.	_____		
f. VA/MILITARY	_____		
g. ALIMONY	_____		
h. CHILD SUPPORT	_____		
i. WELFARE	_____		
j. RENTAL INCOME	_____		
o. OTHER _____	_____		
MONTHLY TOTALS	\$ _____		
*12			
ANNUAL INCOME	\$ _____		

2. NUMBER OF PERSONS RESIDING IN THE HOUSEHOLD: \_\_\_\_\_

3. APPLICANT INCOME LEVEL

Less than 80% of MHI \_\_\_\_\_

80% to 110% of MHI \_\_\_\_\_

Greater than 110% of MHI \_\_\_\_\_

**4. Are you an employee, agent, consultant, officer, or elected official of the Town of Cairo or an appointed official of the Town of Cairo?**

Yes \_\_\_ No \_\_\_

I (we) hereby certify that I (we) am (are) the Owner(s) and/or Occupant(s) of the above property and that to the best of my (our) knowledge, all of the information is true and correct. The Town is hereby authorized to verify any of the above information in any appropriate manner and to inspect this property prior to the approval of any loan.

**AUTHORIZATION TO RELEASE INFORMATION TO THE TOWN FOR THE PURPOSE OF VERIFYING DATA CONCERNING THIS LOANAPPLICATION**

I (we), \_\_\_\_\_, do hereby authorize the Town or it's designated agents to obtain and receive all records and information pertaining to, but not limited to, my employment, income, credit, residency, and banking from all persons, companies, or firms holding or having access to such information. This authorization hereby gives to the TOWN the right to request all information that I (we) myself (ourselves) can or could obtain from any person, company, or firm, on any matter referred to above. I agree to have no claim for defamation, violation of privacy, or other claims against any person or firm or corporation by reason of any statement or information released by them to the TOWN.

\_\_\_\_\_  
Interviewer (Witness)

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Applicants Signature (Co-Owner)

***CAIRO RESIDENTIAL REPAIR AND  
REVOLVING RESTORATION LOAN FUND***

**LOW/MODERATE INCOME ELIGIBILITY GUIDE FOR 2019**

The current income limits for 80% of area median income as distributed by the US Department of Housing and Urban Development. They are the standard for “low and moderate income” stated in the CDBG regs. A project or program funded by CDBG dollars must serve at least 51% low and moderate income households.

1 Person: \$37,800	2 Person: \$43,200	3 Person: \$48,600
4 Person: \$54,000	5 Person: \$58,350	6 Person: \$62,250

The guidelines are updated annually by the US Department of Housing and Urban Development.

**CAIRO RESIDENTIAL REPAIR AND  
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**LETTER OF LOAN APPROVAL/DENIAL**

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Applicant:

The Town of Cairo has reviewed your application for a loan under the Residential Repair and Revolving Restoration Loan Fund.

The result of this review was to recommend:

\_\_\_\_\_ Approval of the application

\_\_\_\_\_ Denial of the application

If approved, the loan amount will total \$\_\_\_\_\_ at \_\_\_% over \_\_\_ years. There will be no penalty for early loan repayment.

If disapproved, the reason(s) for said action is (are) as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please contact the TOWN if you have any questions or would like to discuss this matter in further detail.

Respectfully,

\_\_\_\_\_, Supervisor or Rehabilitation Specialist

**CAIRO RESIDENTIAL REPAIR AND  
REVOLVING RESTORATION LOAN FUND  
CONTRACTOR/OWNER AGREEMENT**

THIS AGREEMENT, made the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between \_\_\_\_\_, having a business located at \_\_\_\_\_, hereinafter called the "contractor", and \_\_\_\_\_ residing at \_\_\_\_\_, hereinafter called the "owner".

Now, therefore, the contractor and the owner for the consideration hereinafter named, agree as follows:

The owner will pay the contractor in three equal payments: the first payment upon loan approval and arrival of the contractor on the job site, the second payment once 50% of the job is completed and the final payment upon completion of work and a signed notice of satisfactory completion form.

**I.**

The owner does hereby employ the contractor to do all the work and provide all materials, tools, machinery, supervision, etc., necessary for the rehabilitation of the property known as: \_\_\_\_\_ and owned by \_\_\_\_\_ for the total sum of:

\_\_\_\_\_  
*(Price in Words)*

\$ \_\_\_\_\_  
*(Price in Numbers)*

all in accordance with the estimate, plans, and specifications which are attached hereto as Exhibit "A" and expressly incorporated herein by reference made a part hereof.

**II.**

The owner is hereby obligated to issue a written proceed order within fourteen (14) working days from the signing of this agreement. That the contractor shall begin the work under this agreement within fourteen (14) working days from the date of receipt of the proceed order, herein above referred to, shall diligently pursue and execute the work, and shall complete the work on or before \_\_\_\_\_, 20\_\_\_\_, time being of the essence of the agreement.

**III.**

The Owner shall give all notices required by and comply with all applicable laws, ordinances, and codes of the Town of Cairo and shall at his own expense, secure and pay the fees or charges for all permits required for the performance of the contract work. The



work being done or any part thereof shall not be deemed complete until the same has been inspected and approved by the Owner.

#### **IV.**

The contractor agrees not to assign or sublet this contract without the written consent of the owner. The request for the assignment shall be addressed to the owner.

#### **V.**

All amounts due and payable by the owner to the contractor for work performed under this agreement shall be payable within thirty (30) working days after the work is satisfactorily completed and approved by the homeowner. Contractor shall submit a written bill to the owner on the portion of work completed and the owner is obligated to submit the bill to the Fund for payment.

#### **VI.**

The owner and/or their designated representative (s) shall be afforded access at all times to inspect the work.

#### **VII.**

As a condition to receiving final payment hereunder, the contractor shall deliver to the owner a complete release of all liens arising out of this contract and a warranty covering all work performed hereunder to the effect that such work shall be free from defects arising from the workmanship of the contractor or the quality of materials used herein, for one (1) year or for such a longer period as may be included in the warranty given by the manufacturers of any materials used in the work performed hereunder. The contractor shall, upon completion of the work, and upon final payment from the owner, furnish the owner with an affidavit certifying that all charges for any materials and other expenses incurred by the contractor pertaining to the execution of this contract, have been paid in full, to the end no liens of any kind or character (save and except those between parties hereto) may be affixed against the above described property. Final payment on the contract amount will be made only after final inspection and acceptance by the owner of all work to be performed by the contractor, and the contractor satisfactorily provides releases of liens or claims for liens by the contractor, subcontractors, laborers and material suppliers.

#### **VIII.**

The contractor covenants and agrees to, and does hereby indemnify, and hold harmless and defend the owner, and the Town of Cairo from and against any claims for injuries or damages to persons or property of whatsoever kind of character, whether real or asserted,

arising out of this agreement or the work to be performed hereunder. The contractor hereby assumes all liability and responsibility for injuries, claims, or suits for damages, to persons or property of whatsoever kind of character, whether real or asserted, occurring during the time the work is being performed and arising out of the performance of same.

#### **IX.**

The contractor shall carry or require that there be carried complete workman's compensation for all his employees and those of his subcontractors engaged in work on the contract premises, in accordance with the laws of New York State governing the same. The amounts and limits of the public liability and insurance referred herein shall be subject to approval of the owner. The contractor shall furnish evidence of a comprehensive public liability insurance coverage protecting the owner for not less than \$1,000,000.00 in the event of bodily injury including death, and \$100,000.00 in the event of property damage arising out of work performed by the contractor. ***The contractor shall include the Town of Cairo as named additional insured on their insurance policies.***

#### **X.**

During the performance of this contract, the contractor agrees as follows:

(A) The contractor will not discriminate against any employee or application for employment because of race, gender, creed, color, or national origin. The contractor will take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their race, gender, creed, color, or national origin.

(B) The contractor will cause the foregoing provisions to be inserted in all subcontracts for work covered by the contracts so that such provisions will be binding upon each subcontractor, the foregoing provisions shall not apply to any contracts or subcontracts for standard commercial supplies or raw materials.

#### **XI.**

In the event of any breach of the contract, the owner may, at his option, engage the services of another contractor to complete the work and deduct the cost of such completion from any amount due the contractor hereunder.

#### **XII.**

The contractor shall at all times keep the premises free from waste materials or rubbish caused by his employees at work and at the completion of the work he shall remove all of his rubbish from and about the building and all his tools, scaffolding and surplus

materials and shall leave his work "broom clean" or it's equivalent. It is further agreed that all materials and equipment that have been removed and replaced as a part of the work hereunder shall belong to the contractor.

**XIII.**

The owner shall cooperate with the contractor to facilitate the performance of the work, including the removal and replacement of rugs, coverings, and furniture as necessary.

**XIV.**

The owner shall permit the contractor to use, at no cost, existing utilities such as light, heat, power, and water necessary to the carrying out and completion of the work.

**XV.**

The premises shall herein be occupied during the course of construction work undertaken pursuant to this contract.

**XVI.**

This instrument constitutes the entire agreement between the parties and no written or oral agreement of any kind exists to change the provisions hereof. No other work shall be done, nor additional monies paid, unless provided for in an approved change order, signed by the parties hereto.

**XVII.**

In the event that there is any conflict between the provisions of this contract and the provisions of Exhibit "A", the provisions of the contract shall in all cases prevail.

EXECUTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

Owner: \_\_\_\_\_

Owner: \_\_\_\_\_

Contractor: \_\_\_\_\_

Witness: \_\_\_\_\_

**CAIRO RESIDENTIAL REPAIR AND  
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**CHANGE ORDER**

DATE: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

The following change(s) requested by the property owner

ITEM	COST
_____	\$ _____
_____	\$ _____
_____	\$ _____

	LOAN	OWNER	TOTAL
ORIGINAL CONTRACT AMOUNT:	\$	\$	\$
CHANGE ORDER AMOUNT	\$	\$	\$
NEW PROJECT AMOUNT	\$	\$	\$

The contract time will be increased (decreased) by \_\_\_\_\_ days. The new completion date as of the date of this change order is \_\_\_\_\_, 20\_\_\_\_.

The additional work as specified above becomes part of, and is to be performed under, the same conditions as the existing contract between the contractor and owner unless stipulated except for the cost and time adjustments cited above.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
Property Owner

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
Contractor

**CAIRO RESIDENTIAL REPAIR AND  
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**RELEASE OF LIENS AND WARRANTIES**

ADDRESS OF IMPROVED PROPERTY: \_\_\_\_\_  
Cairo, New York

CONTRACT DATE: \_\_\_\_\_

CONTRACT AMOUNT: \_\_\_\_\_

That I, the undersigned, do dispose and say that I was contracted to construct, alter, or repair an improvement on the above described property.

That the improvements on the subject property have been fully and satisfactorily completed in substantial conformity with the contract.

That the undersigned states that all bills for labor and material owed by the undersigned and by all subcontractors, laborers, material, and men in the erection and completion of such improvements, have been paid in full and no one has any right to file a mechanics lien against said premises.

The undersigned further guarantees the work performed for a period of one year from the date of final acceptance of all work required by the contractor.

That the undersigned also attaches all manufacturers and suppliers written warranties concerning materials furnished under this contract.

The undersigned has signed this instrument this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name of contractor

\_\_\_\_\_  
Contractor's signature

\_\_\_\_\_  
Date

***CAIRO RESIDENTIAL REPAIR AND  
REVOLVING RESTORATION LOAN FUND***

**NOTICE OF SATISFACTORY COMPLETION**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
Contractor

Notice is hereby given to the contractor that all labor and materials used in performing all work for the repair and improvements in the rehabilitation of the property described below is to my (our) satisfaction, and I (we) hereby also state that the work is complete to my (our) satisfaction.

\_\_\_\_\_  
Homeowner

\_\_\_\_\_  
Homeowner

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Address of Improved Property

**CAIRO RESIDENTIAL REPAIR AND  
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**COST ESTIMATE BY CONTRACTOR**

Rehabilitation Address: \_\_\_\_\_  
Owner: \_\_\_\_\_ Tel: \_\_\_\_\_

Description of Job:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimate for materials (per item)	Estimate for labor (Per item)	Total estimate (per item)
1. \$	\$	\$
2. \$	\$	\$
3. \$	\$	\$
4. \$	\$	\$
5. \$	\$	\$

Total Cost Estimate: \_\_\_\_\_

By Contractor: \_\_\_\_\_ Tel: \_\_\_\_\_  
Date: \_\_\_\_\_

*Specifications to be attached to this form.*

**Disclaimer:** choice of contractor is at the sole discretion of applicants, and any list of contractors supplied by the Town of Cairo is for convenience to applicants, and in no way endorses any contractor over another.

***CAIRO RESIDENTIAL REPAIR AND  
REVOLVING RESTORATION LOAN FUND***

**APPLICATION PROCEDURES**

1. CALL REHABILITATION SPECIALIST TO SCHEDULE AN APPOINTMENT AND INTERVIEW AT SUBJECT PROPERTY
2. OBTAIN APPLICATION PACKAGE
3. CALL REHABILITATION SPECIALIST FOR AN INTERVIEW TO SUBMIT A COMPLETED APPLICATION
4. CREDIT CHECK APPROVAL
5. LOAN APPROVAL OR DENIAL
6. SET UP PROPERTY INSPECTION, CALL TOWN TO SET UP APPOINTMENT WITH INSPECTOR TO PREPARE SPECIFICATIONS
7. GET COST ESTIMATES FROM CONTRACTOR
8. LOAN CLOSING – CALL REHABILITATION SPECIALIST TO ARRANGE CLOSING
9. CONTRACTS SIGNED BY OWNER/CONTRACTOR
10. PAYMENTS GIVEN DIRECTLY TO OWNER AND CONTRACTOR IN THREE EQUAL PAYMENTS
11. JOB COMPLETION DOCUMENTS FORWARDED TO TOWN



***REVOLVING RESTORATION LOAN FUND***

**PROGRAM GUIDELINES**

See Attached