



## **Major Remodel Program Application Checklist**

The following forms must be turned into City Hall in order to complete your file to qualify for the incentives offered:

- Completed Application
- Notarized Acknowledgement Form (within application)
- Copy of Valid Texas Drivers License or Texas ID
- W-9 Form, Including Social Security Number for Tax Purposes
- Copy of Homestead Application Form
- For Work Done by the Applicant – A Signed Affidavit Stating the Qualifying Improvements, Cost of Each and Total Cost (please attach receipts)
- For Work Done by a Contractor – A Copy of the Contract Showing All Costs and Project Completion Date
- Any Permits Required for Improvements
- Confirmation of Service/Membership for Applicable Complimentary Services (available at City Hall in the Economic Development Department)
- Before and After Photographs of the Improvements
- Insurance Documents Verifying Amount of Claim Paid (if applicable)
- City Inspection\*

\*Once the new build is complete, the applicant must contact Community Services at City Hall to schedule a city inspection. There is not cost for this inspection and it takes roughly 20 minutes. Please call 972.919.2549 to schedule the inspection.

All outstanding code enforcement citations or debts owed to the City must be rectified, within the 60 calendar days of the completion of the project, in order to qualify for incentives.

If you have any questions regarding the application, application process, or anything else concerning the Major Remodel Incentive Program, please feel free to call 972.919.2515 for more information.