Construction/ Exterior Repair Fund Request Form

Name: _____ Property Address: _____

To have your construction or exterior repair funds request approved please complete this form and return it to HCLT Stewardship Staff at stewardship@houstonclt.org Requirements can be found below:

Any construction request in connection with the above property address is permitted only if the following requirements are met:

- all costs shall be paid by the Homeowner;
- all construction shall be performed in a professional manner and shall comply with all applicable laws and regulations;
- all changes in the Home shall be consistent with the permitted uses described in Article IV;
- the footprint, square-footage, or height of the house shall not be increased, and new structures shall not be built or installed on the Leased Land without the prior written consent of the Houston Community Land Trust (HCLT).

Any Exterior Maintenance Repair Requests repairs in connection with the Home, whereby funds are being requested from the Exterior Maintenance Repair Fund, must adhere to all requirements listed in Section 7.6 (a) of your signed Ground Lease. It is the Homeowner's responsibility to fund from Homeowner's resources all required maintenance and repair needs of the Home that are not, or cannot be, covered by the Exterior Repair & Replacement Reserve funds held by HCLT.

Any construction, modifications, request of funds or additions will require HCLT's prior written consent, Homeowner and Contractor must submit all of the following:

Homeowner

- A written statement of the reasons for undertaking construction or repairs. You may provide this information in the lines provided at the bottom of this form.

Contractor

- a set of drawings (floor plan and elevations) showing the dimensions of the proposed construction.
- a list of the necessary materials, with quantities needed; and
- a statement describing who will complete the work.
- a certificate of insurance from the contractor
- proof of permits from the city to build if needed (it is the Homeowners' sole responsibility to verify if the work requested requires permitting)

If the HCLT finds that it needs additional information, it shall request such information from the Homeowner within 30 days of receipt of the Homeowner's request. The HCLT then, within 30 days of receiving all necessary information (including any additional information it may have requested) shall give the Homeowner either its written consent or a written statement of its reasons for not consenting. Before construction can begin, Homeowner shall provide HCLT with copies of all necessary building permits, if not previously provided.

IMPORTANT: Please be informed that if you move forward with any construction modifications **PRIOR** to receiving Houston CLT approval you **ARE** in violation of your signed Ground Lease on file with HCLT which may result in Termination of your Ground Lease.

Please mark the box that best describes your request:

☐ Construction Request
☐ Exterior Maintenance Fund Repair Request

Amount of Funds Requested: _____

Purpose of Construction Request:

_____	_____
Homeowner Name	HCLT Staff
_____	_____
Homeowner Signature	HCLT Staff Signature
_____	_____
Date	Date

HCLT Use Only:

☐ **Approved**

☐ **Denied**

Supervisor Signature: _____ **Date: _____**

Reason for Denial: