

# FAÇADE IMPROVEMENT PROGRAM

## COMPLETION AND REIMBURSEMENT REQUIREMENTS

As a participant in the City’s Façade Improvement Program the applicant shall initial and sign the following items to ensure a complete understanding of reimbursement requirements.

1. All work relative to an approved Façade Improvement Project shall be completed within six months of the commencement date (the commencement date shall be the date on which the contract has been signed by all parties or the date which a permit was issued for work, whichever is later.) Any Façade Improvement project, which is not completed within a six-month time frame shall be considered null and void and shall lose any rights to reimbursement, unless an additional extension of time is authorized by the City Manager. \_\_\_\_\_  
Initial
2. Prior to commencing any work or signing any agreement, the applicant/recipient shall provide their tax identification number in accordance with State Law. \_\_\_\_\_  
Initial
3. Every contractor or tradesperson performing work on any Façade Improvement Project shall possess a State Contractor’s License. The State Contractor’s License Number shall be provided on the bid sheet. \_\_\_\_\_  
Initial
4. Each contractor or tradesperson must obtain a City Business License prior to commencing work within the City limits. \_\_\_\_\_  
Initial
5. All checks must be payable to the approved contractor handling the Façade Improvement job. All expenses must be paid by check. (No cash, no credit cards, no money orders, no travelers checks, no debit cards, etc.) \_\_\_\_\_  
Initial
6. A photocopy of the front and back of all cancelled checks must be submitted for reimbursement along with an invoice marked “paid”. All invoices must clearly indicate the work that was performed, the amount of the invoice as well as the corresponding check number(s). \_\_\_\_\_  
Initial
7. If work is to be completed by a family member or relative, said information must be disclosed and approved prior to commencing with any Façade Improvement Project. \_\_\_\_\_  
Initial
8. All payments are subject to the review and approval of the City of Temple City.

I have read, understood and agree to comply with the above requirements relative to completion and reimbursement for any Façade Improvement made in conjunction with the City’s Façade Improvement Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date