

**CITY OF ST. JOHNS
DOWNTOWN
RENTAL REHABILITATION PROGRAM
(989) 224-8944, EXT. 231**

APPLICATION / PROJECT PROCEDURE

1. Property owner submits completed application with all required attachments.
2. City photographs the building and submits to the State Historic Preservation Office (SHPO) for review.
3. City issues lead-based paint information to tenants.
4. City has paint inspection/risk assessment performed on areas of proposed work.
5. Following receipt of SHPO and Risk Assessment reports, the City meets with the applicant to compile work specifications.
6. If necessary, specifications are forwarded to SHPO for review.
7. Approved specifications are sent to contractors for bids.
8. The City and property owner review received bids and execute property owner – contractor contract with the low bidder, or with the property owner’s choice if bids are within 5%, or if the property owner chooses to pay the difference with the low bid.
9. The property owner deposits the required co-pay in escrow with the City.
10. The Proceed to Work order is issued to the contractor(s).
11. The work is performed to the specifications and/or to any change order that is mutually approved and signed by the property owner, contractor, and City prior to its implementation.
12. The work is cleared for any lead hazards.
13. The contractor provides final invoice and release of liens and warranties for final payment.
14. The property owner signs of for final acceptance.
15. The property owner submits verifications for appropriate tenant incomes and apartment rents for the initial occupancy. (The project is not complete until the unit is rented.)