



City of North Lauderdale  
Community Development Department  
701 S.W. 71<sup>st</sup> Avenue  
North Lauderdale, Florida 33068  
(954) 724-7069

## MINOR HOME REPAIR PROGRAM

**Program:** If you are interested in completing minor repairs to your home, the City of North Lauderdale has funds available to assist eligible applicants. This assistance will help homeowners complete health, safety and aesthetic improvements, to any owner-occupied home in the City of North Lauderdale. This program can provide up to \$2,000 in matching funds for repair assistance. The amount received is based on a 50% match, not to exceed \$2,000 on the City's end. Three written estimates from licensed and insured contractors are required for any work for which matching assistance is requested. Estimates must be reviewed prior to residents contracting with the lowest responsive responsible contractor. Repair assistance is in the form of a grant, and **does not require any repayment.**

The program aims to improve the exterior facade of homes by assisting in the following repairs: Health and safety related work – any repairs, which are necessary to ensure the health and safety of the inhabitants or neighboring homeowners. Aesthetic work – improvements that may be visible from the right of way, including but not limited to: exterior painting and pressure washing of homes, irrigation installation, sod replacement, driveway repaving, replacement of deteriorated fascia, soffits and gutters. Projects involving water heaters and/or air conditioners will be considered on case by case basis.

**Eligibility:** To be eligible, your home must be owner occupied as the “primary residence”. The City of North Lauderdale is not responsible for code violations, liens, open permits, or illegal structures. The City of North Lauderdale will not award grants if any code violations, liens or open permits exist. The City may award funding if the work that is being done is to resolve an active violation(s), lien(s), or open permit(s) on a case by case basis.

**Application process:** The “applicant” is the person who owns the house and is responsible for the mortgage payment. If you own the house with someone else, co-applicant information must be provided as well as if you're married. You must fully complete the application and provide copies of the following to be considered for any assistance.

1. Driver's License or State ID for all house hold individuals (18 years of age and older).
2. Proof of property ownership: Warranty Deed or Satisfaction of Mortgage
3. Proof of primary residence. (Homestead)
4. Proof that you are current on your property taxes.
5. Most recent mortgage statement, showing that you are current.
6. Three estimates equal in workmanship
  - Please make sure that estimates are equal in workmanship as the City is going to compare in order to get the most for the expense before allowing you to contract with any contractor.
  - Estimates must list at the minimum:
    - a) Company's Information (Name, Address, Phone, License Number, Representative Name)
    - b) Homeowner's Name and property address
    - c) Scope of Work
    - d) The total amount of the job (to include permit fees if applicable)
7. Copy of the Contractor's License (for the lowest bidder)
8. Copy of Contractor's General Liability and Worker's Compensation Insurance (for the lowest bidder)

All requested home repair work is subject to staff review and approval. Please call (954) 724-7069 and press 3 if you need assistance. **APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY**; appointments are scheduled during the week between 8:30 am to 4:00 pm. The program does not reimburse for any expenses prior to applying and/or completed outside the program guidelines.



\*\* STAFF WILL NOT MAKE COPIES OF REQUIRED DOCUMENTS \*\*



BE SURE TO HAVE YOUR COPIES ALREADY MADE UPON SUBMISSION OF APPLICATION  
DOCUMENTS WILL NOT BE RETURNED AND ONLY COMPLETED APPLICATIONS WILL BE ACCEPTED

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### Minor Home Repair Program Application

Information contained herein shall be kept confidential and shall be used only for the purpose of determining eligibility in the MHRP.  
**PLEASE PRINT CLEARLY.**

**APPLICANT**

|                               |                       |                        |
|-------------------------------|-----------------------|------------------------|
| First Name:                   | Last Name:            | Middle Initial:        |
| Address:                      |                       |                        |
| City: <b>North Lauderdale</b> | State: <b>Florida</b> | Zip Code: <b>33068</b> |
| Phone Number:                 | E-mail:               |                        |

**CO-APPLICANT**

|               |            |                 |
|---------------|------------|-----------------|
| First Name:   | Last Name: | Middle Initial: |
| Phone Number: | E-mail:    |                 |

1. Are you a City of North Lauderdale Employee? Yes  No

If yes, what department \_\_\_\_\_

2. Are you related to a City: employee, elected official, or any Board member? Yes  No

If yes, name of relative and relationship to relative \_\_\_\_\_

3. Are you part of a Home Owner Association (HOA)? Yes  No

4. My house is a (Please Check One): Single Family ( ) Townhome ( ) Condominium ( )

5. Are there other parties on the Warranty Deed? Yes ( ) No ( )

Name: \_\_\_\_\_ Relationship \_\_\_\_\_

6. Please specifically indicate what type of work will be completed, for which matching funds are being requested.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT**

Marital Status:  Married  Single  Divorced  Widower  Separated

Relationship to Co Applicant: \_\_\_\_\_

Race:  Black not Hispanic  White  Hispanic  Other (Specify) \_\_\_\_\_

Sex:  Male  Female Citizen / Resident Alien:  Yes  No

**CO-APPLICANT**

Marital Status:  Married  Single  Divorced  Widower  Separated

Relationship to Applicant: \_\_\_\_\_

Race:  Black not Hispanic  White  Hispanic  Other (Specify) \_\_\_\_\_

Sex:  Male  Female Citizen / Resident Alien:  Yes  No

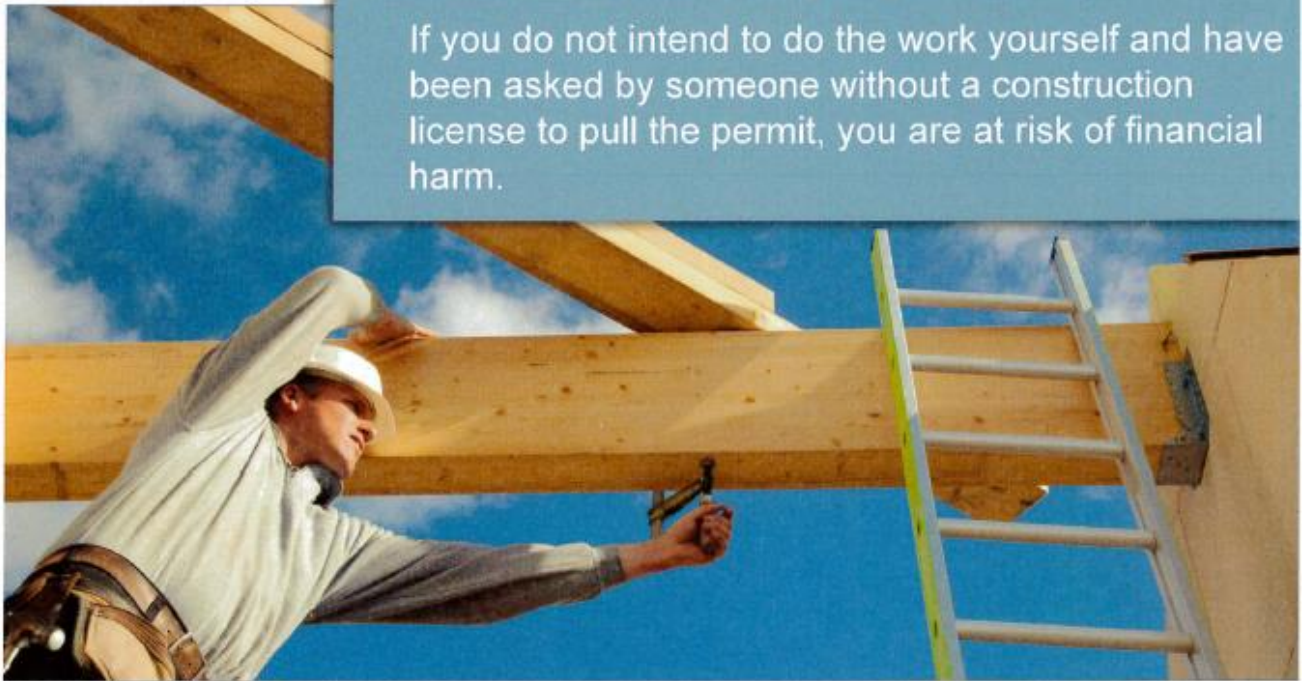
|   |
|---|
| <b>Office Use Only</b><br>(Date stamp once verify application is completed) |
|---|





## The dangers of pulling an Owner/Builder Permit without verifying a license

If you do not intend to do the work yourself and have been asked by someone without a construction license to pull the permit, you are at risk of financial harm.



When property owners act as their own contractor, they must directly supervise the work on site being performed. If you pull an owner/builder permit for an unlicensed contractor to perform work on your property, you must deduct F.I.C.A., withholding tax and provide workers' compensation for them.

**Individuals who aid unlicensed persons may face fines up to \$5,000.**

### **Without worker's compensation insurance, you could:**

- Be held liable for injuries that occur on your property
- Not be covered under your homeowners' insurance policy
- Be responsible for thousands of dollars of medical bills

### **Dangers of Unlicensed Activity:**

- Poor qualifications
- Poor quality work
- Possible criminal background
- Likely to be victim of a scam
- Limited resources for broken contracts