

Wooden Window Repair Program For Properties Located in New Britain and Waterbury

Step-by-Step Instructions

The Wooden Window Repair Program (WWRP) application has been designed to help you complete the application process quickly and easily. The Connecticut Housing Investment Fund, Inc. (CHIF) administers the State of Connecticut Department of Economic and Community Development's Wooden Window Repair Program (WWRP). CHIF's Program Administrators are always available to assist with your application or to answer any questions you may have about the program. Information is also available on CHIF's website at www.chif.org. Contact information is provided below.

Follow the steps listed below to expedite the loan approval process.

Step 1:

Complete the "**Application for the Wooden Window Repair Program**" form. Please be sure to complete all sections and to sign the "Authorization to Release Information." There is a limit of one application per property.

Step 2:

Please include the following documents with your application:

- Copies of work estimate from a licensed contractor or invoice or purchase order for windows with explanation of how installation will be completed.
- A lead paint abatement plan, if available.
- Verification of the age of the property. *Please note:* CHIF staff can assist you in obtaining the information.
- Verification that the applicant is current on all state and local taxes.
- Homeowners Insurance
- Articles of Organization for properties owned by a business.
- Proof of matching funds (Bank statement)
- A check for \$50.00 (application fee) made out to "CHIF".

Step 3:

Mail, fax or email the completed application and supporting documentation to:

Wooden Window Repair Program
Connecticut Housing Investment Fund, Inc.
121 Tremont Street, Hartford, CT 06105
(Fax) 860-233-3920

Questions? Please feel free to contact us at **1-800-992-3665** or **860-233-5165, ext. 2019** or **2023**. Or email us at Loans@CHIF.org. We look forward to assisting you with the Wooden Window Repair Program.



A program of the State of Connecticut
Department of Economic and Community Development
administered by the
Connecticut Housing Investment Fund, Inc.
121 Tremont Street, Hartford, CT 06105



State of Connecticut
Department of Economic and Community Development
Application for Wooden Window Repair Program
Administered by
Connecticut Housing Investment Fund, Inc. (CHIF)

For Office Use Only	
_____	Estimates
_____	Verification of property age
_____	Lead Paint Abatement Plan

I. Wooden Window Repair Program (WWRP)

What are the criteria for the Wooden Window Repair Program?

1. The property must be a 2-6 rental building constructed before 1950
2. The property must be located in New Britain or Waterbury
3. Applicant must provide 100% matching funds for each window funded.
4. Applicants may obtain matching funds by using CHIF's Energy Conservation Loan Program or other eligible sources.
5. A \$50.00 application fee is required for each application and if approved, a \$200.00 closing fee will be deducted from the grant proceeds.
6. One application per property.

II. Applicant Information

Name of Applicant/Property Owner <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	
Social Security Number	Employer Identification Number (if applicable)
Phone (daytime)	Phone (evening)
Fax	Email Address
Mailing Address of Applicant	City Zip County

III. Property Information

Address of Property	City Zip County
Age of Property	Number of Apartments

List each apartment and number of windows. Attach a separate sheet if needed

Apartment Number	Number of Windows	Apartment Number	Number of Windows

IV. Documentation

Total estimated construction cost for window repair Please attach contractor's estimate	\$
Has a lead paint inspection been done? If yes, please attach report.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a lead paint abatement plan been developed? If yes, please attach a copy of the plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No

V. Grant Request

Amount of Grant Request	\$
Source of Matching Funds with bank statement to verify funds	\$

Please explain your source of matching funds. (example: private funds, city CDBO funds, bank loan)

VI. Declarations

Explain all "Yes" answers

Are there any outstanding code violations at or on the property? Yes No

Is there a current certificate of occupancy for the building as it is currently configured? Yes No

VII. Authorization to Release Information

I have applied for a State of Connecticut Wooden Window Repair grant. As part of the application process, the State of Connecticut Department of Economic and Community Development (DECD), or its designee, the Connecticut Housing Investment Fund, Inc. (CHIF), may verify information contained in my application and in other documents required in connection with the application. I understand that all information is accurate and to provide inaccurate information is to commit perjury.

By signing this authorization, I authorize the release of any and all information and documentation CHIF may request.

A copy of this authorization may be accepted as an original. Signatures for all owners must be on the application.

I/We have read and fully understand the contents of the "Authorization to Release Information."

Date _____ Signature _____

VIII. Enclosures

Enclose the following documents with your application (*Failure to enclose these documents will delay processing of your application*):

- Contractor's estimates for construction cost of wooden window repair
- Lead paint inspection report (if available)
- Lead paint abatement plan (if available)
- Proof of Homeowners Insurance
- Proof of Paid Taxes
- Articles of organization for properties owned by a business
- Verification of property age
- Proof of matching funds (bank statement)
- Check for \$50.00 application fee made out to "CHIF"

IX. How the Program Works

Sign and return this completed application to:

Connecticut Housing Investment Fund, Inc.
WWRP
121 Tremont Street
Hartford, CT 06105

When the grant is approved, you will receive an award letter and agreement from the Connecticut Housing Investment Fund, Inc. (CHIF). The \$200.00 closing fee will be deducted from your grant award disbursement. When the improvements are completed, you must send proof of completion as well as copies of cancelled checks to CHIF. All jobs are subject to post-installation inspections by the Department of Economic and Community Development.

Call CHIF at 1-800-992-3665 or 233-5165, ext 2019 or 2023, for details.



CHIF

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