

**CHECKLIST  
FOR REIMBURSEMENTS  
FOR THE HOUSING REHABILITATION GRANT  
PROGRAM**

- COPY OF SCOPE OF APPROVED WORK TO BE COMPLETED
  
- COPY OF ANY REQUIRED COUNTY PERMIT
  
- FINAL PERMIT REPORT SHOWING SIGN HAS PASSED INSPECTION.
  
- COPY OF PAID INVOICE.
  
- COPY OF PROOF OF PAYMENT: BANK STATEMENT, CANCELLED CHECK, CREDIT CARD STATEMENT.
  
- BEFORE AND AFTER PHOTOS: (ELECTRONIC VERSION). PLEASE EMAIL PHOTOS TO:  
debrah.forester@charlottefl.com

I, \_\_\_\_\_, as property owner of the above mentioned property to verify that the work has been completed to my satisfaction.

Owner's Name (printed): \_\_\_\_\_

Site Address: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date \_\_\_\_\_