



# STRONG NEIGHBORHOOD PROGRAM

## PRE-DOCUMENTATION FORM

Date Submitted: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Current Address (if different from above): \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please circle your preferred method of contact:      *Email*      *Phone*      *Mailing*

**INSTRUCTIONS:** Answer the following questions to determine eligibility. Note Applicant must be the owner of the property. Once completed, return to Matt Larsen at City Hall or mlarsen@menashawi.gov. Community Development will contact you with the next steps.

<b>Do you own &amp; live at the property or own &amp; rent it out?</b> <i>(Circle one)</i>	OWN	RENT
If neither rent or own applies to you, please explain:		
<b>When is the anticipated start date of this project?</b>	____ / ____ / 20__	
<b>Approximately, how long will it take to complete this project?</b>	____ years ____ months	
<b>Age of the housing feature being repaired?</b>	____ years	
<b>Project Estimated Cost</b> <i>(please provide 2-3 quotes)</i>	\$ _____	\$ _____
<b>Is the project an Interior or Exterior Project?</b> <i>(Circle One)</i> <i>Please note projects have to be comprehensive.</i>	Interior	Exterior
<b>Project Details</b> <i>(Please be as specific and provide as much details as possible)</i> _____ _____ _____ _____ _____		
<p><b>Eligibility – Check <input checked="" type="checkbox"/> all that applies below, however note that other criteria may apply to the project.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Property is located within the corporate limits of the City of Menasha.</li> <li><input type="checkbox"/> Property Owner is not in delinquent on any debt it owes to the City of Menasha.</li> <li><input type="checkbox"/> Property owned is not part or in whole by a tax exempt entity.</li> <li><input type="checkbox"/> Property does not have an open or issued Correction Notice. <i>Projects to correct issues may be considered case by case basis.</i></li> <li><input type="checkbox"/> Property has not received past housing funds. If funding was received, which one &amp; what year: _____</li> <li><input type="checkbox"/> Project is not a repair or replacement of any accessory structures such as fence, shed, dog house.</li> <li><input type="checkbox"/> Grant/loan is not being used to reimburse Rental companies or other organizations' staff's labor expenses to complete project.</li> <li><input type="checkbox"/> Materials have not been ordered, projects not started or completed, no quotes/contracts signed yet, and no down payments made.</li> <li><input type="checkbox"/> Project expenses does not include purchasing permanent equipment or tools such as ladder, paint sprayers, etc.</li> </ul>		
<p><b>Office Use Only</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meets Menasha Affordable Assessed Value (MAAV): \$ _____</li> <li><input type="checkbox"/> Contact to discuss eligible project and program <i>(circle one)</i>: CURB APPEAL or MAJOR RENO</li> <li><input type="checkbox"/> Highlight eligible projects and circle the final estimate project cost.</li> <li><input type="checkbox"/> Other notes: _____</li> </ul>		