



CITY OF ROCKY MOUNT, NORTH CAROLINA Housing Rehab Matching Rebate Program

Applicant Checklist

How To Apply:

- Homeowners and investor property owners may apply via mail or in person for the City of Rocky Mount's Housing Rehab Matching Rebate Program at the following address:

Department of Community & Business Development
City Hall, 2nd Floor
331 S. Franklin Street
Post Office Box 1180
Rocky Mount, North Carolina 27802
(252) 972-1100

- Applications will be reviewed on a first-come, first-serve basis as outlined on page 6 of the Housing Rehab Matching Rebate Program Policy. The applicants to be assisted will be selected within 30 days of receipt of application.

Documentation Required

By Owner

1. Copy of deed
2. Homeowners insurance proof of coverage
 - a. Liability
 - b. Casualty
 - c. Flood (if in flood zone)
 - d. Date of coverage expires
3. Owner identification (driver's license)
4. W9 form
5. Two quotes for any component over \$5,000
6. Names of contractor(s)
7. Investor owned:
 - a. Agreement to freeze rent for five years
 - b. Promissory note (80% of Area Median Income)

By City Staff

1. Inside City?
2. Current on City and County taxes?
3. Historic district?
4. Flood zone?
5. Housing code violations?