



## De-conversion Assistance Program

The City of Whiting offers an incentive program to assist property owners wishing to convert their property from a multi-family structure to that of a single family home. Monies have been allocated toward this program on a first come, first served basis. The primary objective is to assist in the removal of apartments and other cut-ups that resulted from the modification of a single family home into multi-family units. De-conversion may make the property eligible for full single family homestead tax credit if occupied by the owner.

### **The Program:**

This De-conversion Program is available to property owners with structures in the city of Whiting. Any investment of up to \$15,000 will be matched at 50%, up to \$7,500. The matching assistance shall be primarily applied to the removal of three key conversion elements of multi-family use:

1. Additional kitchens
2. Separate entrances
3. Separate Utility Metering

Any additional de-conversion can be included once the three criteria above have been addressed.

Detailed plans and specifications for the de-conversion need to be enclosed with the application for Matching Assistance. All work done to the property should be of the workmanship and approved manner complimentary of the surrounding neighborhood. It is important to note that after de-conversion changes are made, the property will be recorded as a single-family dwelling. After the de-conversion is done, it is the responsibility of the property owner to record the property reclassification with the township assessor's office.

Applicants acknowledge that the guidelines issued for this program are just that – guidelines. The Redevelopment Commission (which administers the program) reserves the right to exercise its discretion and review each application individually to determine if the owner may be eligible for assistance based on the quality of the plan, the dollar value of the de-conversion improvement and the number of units de-converted.

Pictures will be taken before, during, and after the work is completed as part of the program process.

### **Application:**

- 1.) Complete the following:
  - a.) Assistance Guideline Acknowledgement
  - b.) De-Conversion Assistance Program Application

2.) Return these documents to the Mayor's Secretary either

a.) *in person* at City Hall, 1443 119<sup>th</sup> Street

b.) *by mail* to P.O. Box 591, Whiting IN 46394

**Approval:**

The Redevelopment Commission will review De-conversion Program Applications within 30 days of submission. Applicants will be notified of acceptance or denial by mail. Approved work on the projects can begin subject to the Building Permit process. In the case of work done by the owner, the Redevelopment Commission will reimburse invoices for materials. **Any work done by any party other than the property owner will require the use of a City of Whiting licensed contractor when licenses are so required for particular work as outlined by city ordinance. Reimbursement of the labor portion of a Matching Assistance project will be against payment made to a licensed contractor.** Depending on the scope of work, inspections by the Building Commissioner and the City Electrician may be required during the course of the de-conversion work.

**Disbursement:**

All De-conversion Projects are to be completed within the calendar year for which the funds were awarded unless the Redevelopment Commission finds reason to extend the project due to weather or contractor delays. When a project has been completed, all original receipts with proof of payment for materials, if the owner does the work, must be submitted to the Redevelopment Commission Director, who in turn will process reimbursement payment.

Because funding for the program is determined by the physical address of the property, those within the City's Revitalization Area will be reimbursed through Redevelopment Commission funding, whereas those who fall outside the Revitalization Area will be reimbursed through an alternate City fund. All funds are restricted to the areas they are designed to serve. Those who fall outside the Revitalization Area may not access Redevelopment funding, and vice versa.

In cases where work is done by a City of Whiting licensed contractor, both labor and materials will be covered and receipts with proof of payment and/or signed contracts marked "paid in full" must be submitted to the Redevelopment Commission Director who in turn will process the reimbursement payment.

Examples of expenses not covered are permit fees, inspection fees, fines, payments to non-licensed contractors/helpers, appliance purchases, landscaping, tool purchases, "how to" book purchases, tool rentals, and rentals of scavenger boxes for debris removal. Architect, designer and design consultant fees are not reimbursable.

All original receipts submitted to the Redevelopment Commission will be kept on file with the appropriate agency.



# Assistance Guideline Acknowledgement

Initials

- 1. I have not applied for or received tax abatement for this project. -----
- 2. I will not include invoicing charges for my own labor or others who are not licensed contractors. -----
- 3. I understand that in order to receive reimbursement for labor by contractors, all contractors must be licensed in the City of Whiting when licenses are so required for particular work by any city ordinance. -----
- 4. I will not submit invoices that contain non-reimbursable items (examples are listed under the disbursement section). -----
- 5. I am **not** a non-profit or tax exempt business. -----
- 6. I understand the program only reimburses expenses which constitute a de-conversion of my property. -----
- 7. I will authorize the placement of a small sign on my lawn or storefront after the work is completed to promote the matching assistance program for a two-week period. -----

I hereby acknowledge receipt of the guidelines of the De-Conversion Assistance Program. I have read all of the guidelines and understand them. I acknowledge that failure to comply with all of these guidelines may result in my claim for reimbursement being denied by the Whiting Redevelopment Commission.

Signature:

Date:

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**De-Conversion Assistance Application**

**Date of Application** \_\_\_\_\_

**Name(s) of Property Owner(s)** \_\_\_\_\_

**Contact Information for Property Owners:**

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**Location of Property**, if different from above \_\_\_\_\_

**Description of Improvements:**

Please include as much detail about your project as possible. Including photos, drawings or sketches are encouraged. Lack of detail may cause a delay in the approval process. Attach a separate sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_

Estimate\* of total work to be done \_\_\_\_\_

\* Please include copies of estimates if available.

**PLEASE READ CAREFULLY AND SIGN BELOW:**

I certify the above information is true and complete to the best of my knowledge. I further certify that I have provided all documentation requested to prove property ownership.

I understand that if I perform the work on the property myself, I will not receive payment for my time or labor. I also understand that any work performed by a contractor who is not licensed within the City of Whiting will not be reimbursed as part of the program.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

