



**NEEDHAM AFFORDABLE HOUSING TRUST
SMALL REPAIR GRANT PROGRAM**

FACT SHEET FOR CONTRACTOR AND HOMEOWNER

Prior to authorizing work to proceed, the Town of Needham must receive a copy of this form signed and dated by both the contractor and the homeowner. Any costs incurred by the homeowner prior to the issuance of a Notice to Proceed by the Town will not be eligible for payment by the Town. The Town will issue only one payment per grant upon satisfactory completion of the work and submission of all required documentation.

The contractor's invoice must be signed by the contractor and identify:

- the work performed
- the total cost of the work performed
- the amount of any payment by the homeowner (which must be paid prior to billing the Town)
- the amount billed to the Town of Needham, payment of which will represent payment in full and acknowledged on the invoice

Further, the homeowner is responsible for submitting the following together with the contractor's invoice:

- A statement signed by the homeowner attesting to the fact that the work has been completed in a satisfactory manner.
- Pictures of the completed work

Upon receipt of the foregoing, the Town will process the invoice and pay the contractor directly. The Town will make one payment per grant; under no circumstances will the Town make partial payments. Further, the Town will not pay more than one contractor per Grant Agreement.

The contractor and the grantee acknowledge that payment may take thirty days.

I have read and acknowledge acceptance of the foregoing:

CONTRACTOR _____
Date

HOMEOWNER _____
Date

CO-HOMEOWNER _____
Date