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**Village of Mount Prospect**  
**Community Development Department**  
50 South Emerson Street Mount Prospect, Illinois 60056

**VILLAGE MANAGER**  
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**VILLAGE CLERK**  
M. Lisa Angell

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Re: **SINGLE-FAMILY REHAB PROGRAM**

Dear General Contractor:

Thank you for your interest in the Mount Prospect Community Development Block Grant (CDBG) Single Family Rehab Program. Please review the following documents for information regarding our Rehab Program. If you would like submit an application to do work in our program, please complete the **Contractor Info Form** and mail it to my attention.

1. **Single-Family Rehabilitation Loan Program Brochure**, which describes the program and its function.
2. **Sample Rehab Contract**. If you are the chosen contractor for the job, you will be asked to sign a Rehabilitation Contract with the homeowner. The Rehab Contract shall be a two-party contract between the homeowner and the contractor and shall identify the Village as a third party beneficiary. A third party beneficiary is not a full party to the contract, but does have certain enforcement powers, which become effective when its interests are infringed. This Rehab Contract is the only contract recognized by the Village. The Village will not recognize any other contracts, written or verbal, between the contractor and the owner as obligatory documents/agreements. Please note the insurance requirements specified on page 3 of this sample contract.
3. **Contractor Info Form**. Please complete this form for participation in the Village's Single-Family Rehab Program and return it to my attention at the following address: 50 S. Emerson, Mount Prospect, IL 60056. Please be sure to include a Certificate of Insurance along with the completed form. Providing this information will allow you to be on the Village's CDBG-Approved Contractors list, meaning homeowners or the Village may contact you for future rehab projects.
4. **Mount Prospect Contractor's License Application**. A valid Mount Prospect Contractors License is needed before obtaining a building permit. If you currently do not have a Mount Prospect Contractor's License, please complete this application and return it along with payment to the Building Department, 50 S. Emerson, Mount Prospect, IL 60056.

Please note that all work shall be performed in accordance with the Village of Mount Prospect Maintenance and Building Codes whether or not covered by the work write-up and sketch plan (if any) for the work. All work requires permit and will be inspected by the Village's Building Division to ensure compliance with Village Code. All permits and licenses necessary for the completion and execution of the work shall be secured and displayed by the Contractor.

No up front payments will be made. However, the Contractor may request partial payment if the contract amount is greater than \$7,500, however this is only for portions of the project that have been completed or materials that have been installed. The Village will not pay for work that has not been completed or materials that have not been installed. The Village does not pay deposits. Payment will be made upon receipt of approved inspection reports, final/partial lien waivers and homeowner satisfaction forms.

If you have any questions, feel free to contact me at (847) 818-5297. I look forward to working with you!

Sincerely,

Cheryl Scherbaum  
Health Inspector

c: FILE