Living in a house during construction is dusty and noisy. Your life will be quite different during the time it takes to rehab the home.

Put away any valuables and breakables. Be sure to tell your contractor of any special needs. For example do not unplug a freezer or fish tank.

Sometimes things don’t go exactly as planned and problems will arise. Remember the work will be over in a few weeks and your house will be in much better condition.

**MAINTENANCE**

It is your obligation to maintain your home after the job is complete. Such things as clogged sinks, frozen pipes, leaf filled gutters and dirty furnace filters are your responsibility. If you have questions about home maintenance, your grant compliance officer can answer them for you.

**WHAT YOU CAN DO**

Become involved in the process. It is your house – you know it best. Tell the grant compliance officer about any hidden problems or special needs, such as where you need plugs for air conditioners or special appliances. Make sure you understand the work specification and its limitations. Talk with your contractor and your grant compliance officer as problems arise. If you wait until the job is completed, it may be too late. Expect the job to go smoothly but keep your eyes open and don’t be upset if problems arise. Most problems are easily solved if everyone involved communicates openly. Having your house repaired can be irritating, tiring and traumatic. It will also be interesting, exciting and rewarding.

**SETTLING DISPUTES**

When the homeowner and contractor cannot agree the contract requires any disputes to be settled through binding arbitration.

During arbitration, a panel will be selected to hear information from both sides. The panel will make a decision to settle the dispute.

**WARRANTY**

The contractor gives a one-year warranty on all work they perform, with two years for a HVAC system and five years for a roof.

If problems arise after the job is completed, call the contractor and arrange a time for them to come by. If the contractor does not respond, call the grant compliance officer to notify them of your issue. The contractor is not liable for work they did not do.

Grants and Special Programs
200 East Main Street, 6th Fl.
Lexington KY 40507

grants@lexingtonky.gov
(859) 258.3070
TDD: (859) 425-2095
SELECTING THE CONTRACTOR
The work on your house will be done by a private contractor. They will sign a contract with you to complete the work listed for a specified amount. The contractor is selected by competitive bidding with the project being awarded to the lowest qualified bidder. The government's loan will not exceed the amount of the lowest qualified bidder.

All bidding will be done by homeowner invitation only. The grant compliance officer will supply copies of the work specification and the current list of qualified contractors that have participated in the rehabilitation program to the homeowner. The homeowner may contact any contractor on this list or may call other contractors that are not on the list. The grant compliance officer will also provide a sign-in sheet for all contractors to sign in. Bids will not be accepted from any contractors who do not sign the attendance sheet.

Homeowners are encouraged to ask contractors for references and business cards. Bid amounts are not to be discussed at all prior to the opening of the sealed bids. If this condition is not adhered to, it may result in the homeowner and/or contractor being disqualified from the rehabilitation program. The homeowner must have at least three bids to open.

CONSTRUCTION
After selecting the contractor, a preclosing conference will be scheduled in which you, the contractor, and the grant compliance officer will be present at your home to review the work specification and program guidelines.

Once the pre-closing conference has been completed, a closing will be scheduled in which you, the contractor, the grant compliance officer and the financial staff will be present. You and the contractor will sign loan and construction documents and discuss any questions. By law, there must be a 3-day waiting period before any work is done to give you time to cancel if you wish.

You must not allow the contractor to begin until all the required documentation has been signed and the contractor has been given a written notice to proceed. The contractor has a certain number of days to finish your job after which he must pay a fine. Since most contractors work on several jobs at once, they probably will not work on your house every day. Work will be scheduled as workers and supplies become available.