

Calculation of Improvements Credit Request Form

Date:

WFHU Program
1401 Rockville Pike, 4th Floor
Rockville, MD 20852
Email: mpdu.intake@montgomerycountymd.gov
Fax: 240-777-3691

Dear WFHU Staff:

I am writing this letter to request credit for the attached improvements to my Workforce Housing Unit (WFHU) for the following purpose (check one):

- RESALE
- REFINANCE
- HOME EQUITY LOAN OR LINE OF CREDIT
- PERSONAL INFORMATION
- FORECLOSURE

My home address is _____

I have made improvements to my home. I have listed the improvements on the next page and provided ***copies*** of receipts, cancelled checks or other documentation to verify the cost of these improvements.

If you have any questions regarding this matter, you can contact me during the day at the following phone number: _____ OR email address: _____.

Sincerely,

PRINT NAME

List of Documented WFHU Improvements

Name: _____

Address: _____

<u>Improvement</u>	<u>Cost</u>	<u>Proof of Payment?</u>	
		<u>Yes</u>	<u>No</u>

<i>Example:</i> <i>Install new dishwasher (none installed with house)</i>	<i>\$500</i>	<i>X</i>	
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Note: _____

Please number each receipt or cancelled check with the same number of the improvement listed above. Circle or highlight the cost, especially when there are several items on the receipt.



Montgomery County, Maryland
WORKFORCE PROGRAM
Website: www.montgomerycountymd.gov/dhca



Calculating Credits for Home Improvements

This information sheet is a guide to how home improvements are calculated in the Workforce Housing Program.

The value of the improvements is based on documentation submitted by the WFHU owner, and is the total of the actual and reasonable costs of materials, professional fees, contractor's costs, and permit fees associated with furnishing and installing improvements. The WFHU Office will not include reimbursement for the value of labor performed by the owner, or for the purchase of tools and equipment used by the owner to install the improvements.

Please note that where there is evidence of physical deterioration, abnormal wear and tear, or obsolescence because of neglect, abuse, or insufficient maintenance, the value allowed for the improvements may be reduced to account for the depreciation of the improvements or equipment. The WFHU Office reserves the right to inspect the WFHU to verify the existence and value of any improvements that are being claimed by the owner.

Acceptable Documentation

The following documentation is acceptable as proof of payment for improvements made: store receipts, cancelled checks with documentation showing the items(s) purchased or the work performed, ratified two-party contracts, signed company invoices, a copy of credit card statement if it details the item(s) purchased (please highlight the item service for which credit is claimed). The WFHU Office will reject any documentation that does not meet these requirements.

Other documents are not valid, such as proposals, estimates, photographs, invoices that do not show payment, documents that are not readable, or checks that are not cancelled. If an WFHU owner pays with cash, the contractor must give the owner cash receipt. Credit is NOT given for an owner's labor on improvements.

SECTION A
IMPROVEMENTS ALLOWED

WFHU owners are advised to check with the WFHU Office if they have a question on the eligibility of an improvement prior to its installation to find out if the improvement will be credited. WFHU owners must save all receipts for improvements and submit copies of the receipts to the WFHU Office with the WFHU owner's written request for a resale price or shared profit calculation. Receipts provided must be readable and must show that the improvements have been paid for; proposals for work to be done are not acceptable verification that payment has been made to the contractor. The receipts must list the work done and must break out the costs for each item. Owners must submit a copy of the building permit for all improvements requiring permits.

The following improvements are normally considered to be of a permanent nature:

1. Completion of unfinished areas into finished living areas. This type of work normally requires a building permit.
2. Dishwashers, disposals, microwaves, washers, dryers, and other **built-in** appliances, if not originally installed in the WFHU.
3. Timer thermostat for heating/ air conditioning systems
4. Patios, porches and decks (requires a building permit)
5. Perimeter fencing of yards (may require a building permit)
6. Installation of tile or hardwood flooring in areas that were previously carpeted
7. Replacement of vinyl countertops with more durable materials, such as granite
8. 50% of the cost of the replacement of existing heating and air conditioning systems
9. Handicapped accessibility improvements

SECTION B
IMPROVEMENTS NOT ELIGIBLE FOR CREDIT

The following items are normally considered to be non-permanent, or cosmetic improvements, and will not add to the resale price of the WFHU. Credit also is not given for work or materials that are considered part of routine maintenance of the WFHU, are an owner's personal preference, or for luxury items. The list below shows improvements for which credit will not be given. Staff will also deny requests for other luxury, cosmetic, or non-permanent items. Credit is NOT given for an owner's labor on improvements.

1. Interior and exterior painting
2. Additional or replacement light fixtures
3. Doorbell chimes, knockers, peepholes, house numbers
4. Closet organizers and shelving (permanently attached or removable)
5. Wallpaper or paneling on previously finished walls or ceilings
6. Substitution of towel racks and other bathroom accessories
7. Siding maintenance
8. Routine maintenance, including:
 - o replacing or repairing existing kitchen cabinets and bathroom vanities
 - o repairing or replacing windows or doors
 - o replacing hot water heaters
 - o repairing or replacing existing fixtures such as cabinets, toilets and sinks
9. Conversion of existing living area to another use (for example, conversion of a bedroom to a recreational room). Credit will not be given for converting a garage to living space and owners must check with their homeowner's association before starting this type of work
10. Portable fixtures such as humidifiers, countertop microwaves, heaters, or window air conditioners
11. Security systems
12. Ceiling fans
13. Repairing or replacing existing carpet
14. Repair of an existing fence around the yard
15. Storage sheds
16. Landscaping
17. Improvements without receipts or with back up documentation that is not specific or does not provide a line item description. For example, credit will not be given if the receipt simply states, "Bathroom remodel."