HOMEOWNER CHECKLIST
Requirements for Retrofit Reimbursement
2019 Program (registering in 2018)

UPLOAD PRE-RETROFIT DOCUMENTS
✓ Estimates from contractors on the EBB Directory (or decide to do it yourself)*
✓ Building permit**
✓ Three photos of house exterior
✓ Three photos of the crawl space before retrofit work
✓ IRS W-9 form completed by homeowner
*If working with a contractor and retrofit work exceeds $3,500, homeowner must secure and upload two bids. If homeowner chooses higher bid, provide justification.
**Important: Permit must be dated after you were accepted into the program and it must reference CEBC Chapter A3, Standard Plan Set A, LA Standard Plan #1 or an engineered solution per Chapter A3.

BEGIN/COMPLETE RETROFIT
✓ After you receive approval from EBB, begin retrofit*
*Note: Retrofit work done before being accepted in EBB program is not a reimbursable expense.

REQUIRED DOCUMENTS TO SUBMIT FOR PAYMENT
✓ Three photos of crawl space after retrofit
✓ Two photos of strapped water heater
✓ One photo showing access to crawl space
✓ Detailed contractor invoice or if DIY upload all receipts for materials and tool rentals
✓ Permit with final inspection sign-off
✓ Completed Payment Authorization form (choose to send payment to contractor or homeowner)

CUSTOMER SERVICE IS AVAILABLE
✓ info@EarthquakeBraceBolt.com
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