



**EARTHQUAKE
BRACE+BOLT**
Funds To Strengthen Your Foundation®

HOMEOWNER CHECKLIST

Requirements for Retrofit Reimbursement 2019 Program (registering in 2018)

PRE-RETROFIT



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.*

RETROFIT



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.*

POST RETROFIT



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)

NEED HELP?



CUSTOMER SERVICE IS AVAILABLE

- ✓ info@EarthquakeBraceBolt.com
- ✓ (877) 232-4300