



City of Ontario, Oregon

Housing Incentive Program Builder Agreement

1. Eligibility: Contractors or persons acting as their own contractor are eligible for the Housing Incentive Program so far as they meet the requirements set by state and local building code.
2. Incentive Offer:
 - A. A qualified project will be eligible for a \$10,000 incentive payment at the time the Certificate of Occupancy (C of O) is Issued.
 - B. The home must be a single family home and owner occupied.
 - C. The home must be new construction and over 1,600 square feet of living space in size, or 1,350 square feet if it has a two garage and two bathrooms.
 - D. The home must be completed within 24 months of the application approval.
 - E. The home must be in the city limits of Ontario or annexed into the city prior to payment of incentive monies.
 - F. The home project must not be receiving any other governmental funding or subsidy (federal or state loan guarantees or tax credits are excluded).
3. General: This program is valid for contractors or owners using contractors that are licensed and in good standing with the state builders association and who are licensed, bonded, and insured. Amounts are reserved on a first come first-served basis. Incentive amounts are reserved for each project at the time an incentive application is approved and executed. Incentive amounts are returned to the general pool if the project is disqualified or not completed by the completion date, or the completion date is not extended by the City Manager.
4. Compliance-
 - A. Sufficient proof must be provided to ensure that the home meets the minimum requirements eligible for the incentive program.
 - B. All projects are expected to comply with federal, state, and local codes. If the home is not owner occupied within a year of certificate of occupancy, then 50% of the funds must be returned to the City of Ontario.
5. Payments of the \$10,000 building incentive are to be made within 30 days after certificate of occupancy is issued.

_____ Owner/Contractor/Builder Initials

_____	_____	_____
Legal Company Name or Owner/Builder	Phone	Fax

_____	_____	_____	_____
Company Address	City	State	Zip Code

_____	_____	_____
Contractor License Number	Yes _____ No _____ Licensed to Build in Oregon	Federal Tax ID Number

_____ Number of homes proposed to be built in this agreement

_____	_____	_____
Payee Company Name (if contractor)	Payee First Name	Payee Last Name

_____	_____	_____	_____
Mailing Address	City	State	Zip Code

_____	_____	_____
Email	Phone	Federal Tax ID Number

_____	_____	_____	_____
Contractor/Builder Signature	Date	Community Development Director Signature	Date

_____	_____	_____	_____
City Manager Signature	Date	Business Loan Fund Chair Signature	Date

Copy of Contractor License due on Initiation of Agreement

Project Closeout

Buyers Information

Buyer 1 (Name, First, Middle, Last)

Phone

Signature

Buyer 2 if Applicable (Name, First, Middle, Last)

Phone

Signature

Address

City

State, Zip Code

City of Ontario

First House Complete: Certificate of Occupancy Yes No

Finance Director (Name, First, Middle Initial, Last)

Date

Signature

City Manager (Name, First, Middle Initial, Last)

Date

Signature

Record of Payment

Property Address

Finance Director

Payee

Attached Documentation Needed: Certificate of Occupancy Yes No

Payment Made:

Date

Check Number

Property Address

Finance Director

Payee

Attached Documentation Needed: Certificate of Occupancy Yes No

Payment Made:

Date

Check Number

Property Address

Finance Director

Payee

Attached Documentation Needed: Certificate of Occupancy Yes No

Payment Made:

Date

Check Number

Property Address

Finance Director

Payee

Attached Documentation Needed: Certificate of Occupancy Yes No

Payment Made:

Date

Check Number

Addendum attached if needed