

Capital Improvement and Capital Update Request Form

You must complete this form for pre approval of any capital improvement or capital update request.

Date _____

Name _____

Address _____

Phone number _____

Email address _____

1. Type of Work Requested (check as many boxes as apply):

- Creating habitable spaces that comply with code. Finished basement needs at least one egress window.
- Improvements which permanently increase energy efficiency (Insulation that meets the requirements of the Boulder Green Points Program, replacement of single pane windows)
- Whole house fan
- Permanent, central evaporative cooler
- Central Air Conditioning, if evaporative coolers are not allowed by the HOA
- Ceiling fan(s)
Flooring: replace carpet over 10 years old with carpet, hardwood (not laminate) or tile.
- Capital Update on a home at least 20 years old.

2. Describe the requested improvement(s)

3. An estimate of the cost for the requested work (basement finishes need 2 estimates) OR receipts for completed work.

4. Completion date for these improvements

In order to qualify as an Eligible Capital Improvement, each expenditure must be approved conditionally in advance by the City. The City will review the proposal and conditionally approve Eligible Capital Improvements within fourteen days.

Within fourteen days of receipt of the final Capital Improvement or Update request the City will notify the Homeowner in writing of eligibility for credit.

Capital Improvements or Updates that have been approved must be completed within 6 months of approval or a new approval will be required.

After an Eligible Capital Improvement or Update has been completed, the improvement and amount must be submitted to the Division of Housing for final approval within 4 weeks of completion of the work. The Homeowner must submit to the City an itemized receipt or bill of sale, complete with the contractor or supplier's name, address, phone number and cancelled check. (Do not send original receipts, only copies)

Remember that it may be necessary to obtain a permit for the work you intend to do. If you are building something new you will probably want to show your plans to a Project Specialist in Planning and Development Services at 1739 Broadway, 3rd floor, 303 441-1880. You may also check the following website:
www.bouldercolorado.gov/buildingservices

All approved credits will be added to the maximum resale price immediately

Please complete and return to:
Luanne Bobo
bobol@bouldercolorado.gov

PO Box 791
Boulder, Co 80306
Fax number 303 441-4368