



### Code Enforcement Housing Assistance Program Signoff Process Form

\_\_\_\_\_  
**Date** **Case Number**

\_\_\_\_\_  
**Home Owner name** **Daytime Phone #**

\_\_\_\_\_  
**Address**

**Client Qualifies for Assistance:**  
Yes   
No

\_\_\_\_\_  
**Division of Community & Resident Services**

**Bid packages received by Division of Code Enforcement**

\_\_\_\_\_  
**Division of Code Enforcement**

<b>Contractor</b>	<b>Bid Amount</b>
_____	_____
_____	_____
_____	_____
_____	_____

**Bids received and approved**  
\_\_\_\_\_  
**Division of Grants & Special Programs**

**Property meets qualifications to be paid**  
\_\_\_\_\_  
**Code Enforcement Officer**

**Date Funds Paid:**  
\_\_\_\_\_  
**Division of Grants & Special Programs**

