

# 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 in properties that are additions or remodels, which meet the requirements of the Boulder Green Points Program
- Replacing 20 year old 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.
- Perimeter fencing when not provided by the developer.

**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**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proof of Permit\*

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 most work requires a permit and it may be necessary to obtain a permit for the work you intend to do. ***If the work requires a permit and you fail to get one the work will not be eligible for capital improvement credit.*** 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, 3<sup>rd</sup> floor, 303 441-1880. You may also check the following website: [www.bouldercolorado.gov/buildingservices](http://www.bouldercolorado.gov/buildingservices)

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

Please complete and return to:

Homeownership Team  
homeownership@bouldercolorado.gov

PO Box 791  
Boulder, Co 80306  
Fax number 720-564-2188