



Capital Improvement and Capital Update Request Form

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

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.
- Insulation improvements which permanently increase energy efficiency
- Replacing 20 year old single pane windows
- Permanent, central evaporative cooler
- Central Air Conditioning, if evaporative coolers are not allowed by the HOA
- Flooring: replace carpet over 10 years old with hardwood (not laminate) or ceramic tile.
- Radon
- Solar
- Whole house fan
- Ceiling fan(s)
- Capital Update on a home at least 20 years old
- Replace 10+ year old furnace with higher efficiency furnace
- Replace 10+ year old water heater with higher efficiency water heater

2. Describe the requested improvement(s) _____

3. Provide an estimate of the cost for the requested work (basement finishes require 2 estimates). If the work has already been completed then please provide receipts. _____

4. Completion date for these improvements _____

Proof of Permit*

(Please see Reverse)

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, 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 this form and return it with all necessary paperwork to:

Homeownership Team
PO Box 791
Boulder, Co 80306

homeownership@bouldercolorado.gov

Questions? Call us at Phone: 303-441-3157 ext. 2

9/9/2014