



## Complete Screening Form

- Engineer fills out simple form to confirm building is subject to the retrofit ordinance.
- May or may not require a site visit.

## Develop Project Budget

- Consult with an engineer and contractor for preliminary scope of work and construction budget estimate.

## Arrange Financing

- Once project costs are estimated, secure financing for the total project costs.
- Many banks are eager to provide 20-year equity line.

## Engineering

- Survey the building, perform engineering analysis and retrofit design, and draw “blueprints” that will be used for bidding, permitting, and construction.

## Select Contractor

- Solicit bids from qualified contractors. (*Minimum 2 bids required for Rent Board pass-through.*)
- Analyze bids for completeness.
- Select Contractor.

## Secure Building Permit

- File for building permit.
- Secure Building Department approvals of retrofit plans.

## Construction

- Build the retrofit.
- Construction phase for typical retrofit will take 3 months.

## Pass-through Paperwork

- Collect total project costs and file with the Rent Board for pass-through.