

Self-Help Agreement

Name: _____
Address: _____
Loan/Grant Number: _____ Phone: _____

I hereby certify that I have the time, the skills, the tools, and the resolve to complete all items identified on the **Work Write-Up** (Appendix A) to be completed by me in a professional and timely manner. The quality of the workmanship and materials will be at or above those specified in the **Work Write-Up** (Appendix A) and **Standard Work Practices** (Appendix B). Should the quality of the work and/or the materials be unacceptable to SIMPCO. I agree that the work will be redone and/or the materials replaced at my own cost.

I further certify that I will complete this job within the contract period as set forth in the Rehabilitation Contract. I understand I will receive:

- _____ Payment in full at the time that all the work has been completed; no retainage to be withheld.
- _____ Progress and one final payment; I understand that for all progress/partial payments a 10 percent retainage will be withheld and that such retainage will be paid to me upon completion of all of my work and will be included in my final payment.

I further certify that I will provide paid receipts and lien waivers for specific identifiable items and for specific dollar amounts per the actual costs for each progress payment requested and for the final payment. Such lien waivers will be from all subcontractors and/or suppliers when their charges are included in the partial/final payment vouchers.

I also certify that I have been advised by SIMPCO, that no federal funds, from any source, may be used to pay for materials that are stored on site or in any other locations or for work which has been previously completed prior to the loan settlement date. I agree that disbursement of all sources of federal funds may be made only after the work has been installed, completed, inspected, and approved by SIMPCO.

I agree that if any changes to the **Work Write-Up** (Appendix A) document are necessary, I will secure a written and approved change order prior to the change.

I will secure all required permits prior to starting construction and hold SIMPCO harmless for all actions of my subcontractors and myself on the job. I also understand that Payment(s), partial and/or final, are subject to inspection and approval by SIMPCO rehabilitation staff as well as applicable inspections and approvals by SIMPCO.

I agree to keep the property insured against fire, windstorm, tornado, hail, and other extended coverage for an amount equal to or more than the total of all financing sources and have provided/will provide a copy of the insurance policy to SIMPCO.

I now wish to proceed with the rehabilitation job on my own as above described and in compliance with the Housing Specialist provided **Work Write-Up** (Appendix A), understanding that my contract with SIMPCO is strictly a commitment by SIMPCO to disburse loan/other financial proceeds, as applicable, upon my successful completion of this job.

I agree to secure proper insurance verification from all contractors and/or suppliers, and I hereby hold SIMPCO harmless from any problems whatsoever that might develop between contractors, subcontractors, myself and/or suppliers. If I wish further assurances and/or warranties from the workmen or the suppliers, I will secure them prior to payout.

Owner

Owner

Housing Specialist

As of this date: