

CAPITAL INVESTMENT REQUEST PROCESS



HEADWATERS COMMUNITY HOUSING TRUST

1 PHASE 1

SUBMIT A REQUEST



- Make sure to include all required information
- Submit via email to cnaumann@headwatershousing.org



Written Statement



Drawings / Brand Info



Materials List



Contractor Details



Schedule



'Before' Photos



Inspection

2 PHASE 2

STAFF REVIEW:
Please allow at least 4 weeks



Needs More Information

We'll follow up to let you know if we need more information from you.



Approved

Go ahead with your project! Keep us posted on any major changes.



Denied

Requests could be denied if investments compromise the long term affordability or structural integrity of the home.

3 PHASE 3

RESALE CREDIT PROCESS



- Credits for Capital Investments may be added to maximum resale value, dependent on third party appraisal valuation
- Begin your resale process with the Intent to Sell notice
- ❗ Failure to get prior written consent may impact your ability to receive credits for the capital improvement upon resale.

1



Submit Notice of Intent to Sell



2



Provide the signed Letter of Agreement



3



Commission a third-party appraisal



4



Let the Trust calculate the credit and maximum resale value



406-580-6909



cnaumann@headwatershousing.org