

Homeownership Initiative Program

Payment Procedure

- 1) When your project is completed, please contact the Codes Department at 610-970-6520 and schedule a codes inspector to visit your home and inspect the work performed. The inspector will take photos and either pass or fail the work.
If/when the work passes inspection, please forward the invoice to the borough. If the work fails, the inspector will advise the homeowner/contractor what needs to be done to pass inspection. Only work that has passed inspection will be paid by the borough.
- 2) The following information must be printed on the invoice:
 - a. The invoice must state the word “invoice” or “bill”.
 - b. The invoice must have the contractor’s name and address.
 - c. The invoice must have the homeowner’s name and address.
 - d. The invoice must specify the date, work performed, and the dollar amount due (including any deposits/payments by the homeowner).
- 3) **The check will be issued to both the homeowner and the contractor.** The check will be mailed to the homeowner’s address within two to three weeks after receipt of the invoice.
- 4) Please note that only contractors whose submitted quotes were approved by the borough are eligible for payment.
- 5) Any work performed and/or materials used by the contractor different than stated on the approved estimate/quote is ineligible for payment.
- 6) For work performed by the homeowner with under \$500 in materials: If the work was performed by the homeowner and the materials purchased by the homeowner, a store receipt is required along with proof of payment e.g.; cancelled check or cash payment noted on the receipt. If payment is made by credit card, a copy of the credit card statement and a copy of the cancelled check showing payment to the credit card company for the materials is required. Payment is made to the homeowner within two to three weeks after receipt of the sales receipt with proof of payment.
- 7) **Any work performed before settlement with the Borough of Pottstown is ineligible for payment. Do not begin any work or purchase any material until settlement is completed.**