



CITY OF SPRINGFIELD, MASSACHUSETTS

**PURCHASER INFORMATION & CHECKLIST FORM**

**Property Address:** \_\_\_\_\_

**Purchaser:** \_\_\_\_\_

**Purchaser Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Purchaser Contact Number:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Attorney:** \_\_\_\_\_

**Attorney Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Attorney Contact Number:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Attorney Email Address:** \_\_\_\_\_

Please attach the following documents to this form:

\_\_\_ Rehabilitation Plan. *Must be signed by contractor performing the work.*

\_\_\_ Proof of Financing. Appropriate proof of financing may include a copy of a bank statement, commitment letter from a bank showing that the necessary funds are readily available. *Proof of financing must be in the name of the purchaser.*

Documents should be submitted to:  
Amber M. Gould  
Office of Housing  
1600 East Columbus Avenue  
Springfield, MA 01105  
413-787-6500/Fax: 413-787-6515  
[agould@springfieldcityhall.com](mailto:agould@springfieldcityhall.com)

With a copy to:  
Allison B. Turner, Esquire  
Siddall & Siddall, P.C.  
1350 Main Street, Suite 210  
Springfield, MA 01103  
413-732-3600/Fax: 413-732-3611  
[aturner@siddalllaw.com](mailto:aturner@siddalllaw.com)

## **REHABILITATION PLAN**

Contractor Signature: \_\_\_\_\_

License No.: \_\_\_\_\_

Printed Name: \_\_\_\_\_

|   | Completion Date | Total Amount |
|---|-----------------|--------------|
| <b>EXTERIOR</b>   |                 |              |
| Windows   |                 |              |
| Roofing   |                 |              |
| Exterior Masonry (Foundation, Steps, Chimney, Etc.                |                 |              |
| Siding/Painting (including trim)                                  |                 |              |
| Doors   |                 |              |
| Porches   |                 |              |
| Demolition  |                 |              |
| Paving  |                 |              |
| Clearing, removal of rubbish, mowing, landscaping                 |                 |              |
| Additional Exterior Improvements:                                 |                 |              |
|   |                 |              |
| <b>INTERIOR</b>   |                 |              |
| Waterproofing   |                 |              |
| Insulation  |                 |              |
| Wiring (including cable, electric and telephone)                  |                 |              |
| Plumbing (labor, fixtures and piping)                             |                 |              |
| Water Heater  |                 |              |
| HAVC  |                 |              |
| Kitchen(s) should include cabinets, fixtures, etc.                |                 |              |
| Bathroom(s) should include vanity, fixtures, shower, toilet, etc. |                 |              |
| Drywall   |                 |              |
| Painting  |                 |              |
| Interior doors, hardware  |                 |              |
| Stairs  |                 |              |
| Flooring, Carpeting   |                 |              |
| Appliances  |                 |              |
| Fixtures  |                 |              |
| Additional Interior Improvements:                                 |                 |              |
|   |                 |              |
| <b>MISCELLANEOUS COSTS</b>  |                 |              |
| Purchase Price  |                 |              |
| Permits/Fees  |                 |              |
| Utility Fees  |                 |              |
| Contingency   |                 |              |
| Additional Miscellaneous Costs                                    |                 |              |
| <b>FINAL COMPLATION DATE &amp; TOTAL COST:</b>                    |                 |              |