

**Thistle Community Land Trust (CLT)
Qualified Capital Improvement (QCI) Application**

Name: _____ Date: _____

Address: _____

Contact Phone: _____

Email: _____

Scope/Description of Proposed Improvement (including timeline): _____

Estimated Work Start Date: _____

Contact Thistle Staff at x103 to schedule a walk-through; this is part of the improvement approval process.

Estimated Work Completion Date: _____

Building Permits: Building Permits are applied for in person in the city in which you live: 1739 Broadway, 3rd floor, Boulder (303-441-1880); 1290 S. Public Road, Lafayette (303-665-5588); Civic Center, 350 Kimbark Street, Longmont (303-651-8332).

Permits applied for: _____ **Permits received:** _____
(date) (date)

Items needed to begin application process (please attach):

Thistle staff will review your QCI application once all of the below items are received.

___ Copy of Homeowners Association's Letter of Approval/ Sign-off

___ Copy of Building Permit Application

___ Detailed Improvement Plans

___ List of Itemized Costs / Contractor's Bid (two bids required if doing energy efficiency and/or accessibility work)

Items needed after preliminary approval and before work begins (please attach):

If your project meets the definition of a QCI and all of the below items are complete, Thistle will issue you a Project Start Letter.

___ Bid which will be used

___ Building Permit

___ Thistle walk-through

If you begin work before receiving approval from Thistle, you will not receive QCI credit for your improvement.

I hereby authorize Thistle Community Housing to release my QCI Application to my Homeowners' Association, if applicable. Homeowner signature: _____ Date: _____

Thistle Community Housing
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www.thistlehousing.org



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