

REQUEST FOR PAYMENT
PEI HOME RENOVATION PROGRAMS

APPLICANT NAME: _____

APPLICANT PROPERTY ADDRESS: _____

INVOICE(S) SUBMITTED:

Contractor: _____ \$ _____

Contractor: _____ \$ _____

Contractor: _____ \$ _____

Total: \$ _____

I hereby declare that all the renovations described above have been completed to my satisfaction and ask that the total payment requested be issued. I understand that the PEI Home Renovation Programs may inspect the renovations and that such an inspection is not a guarantee that renovations comply with applicable building codes and industry standards. As applicant(s), I am/we are responsible to ensure that the quality of renovations and materials is appropriate. Invoice(s) from my contractor(s) or supplier(s) are attached.

- Please Pay Contractor** (Contractor is to complete attached Vendor Registration form and provide banking info for direct deposit).
- Please pay Applicant** (Applicant is to complete attached Vendor Registration form, provide banking info for direct deposit, and provide proof of payment for goods/services).

* We will send all grant payments directly to the contractor(s) unless the applicant completed the renovation work themselves or has already paid for the goods/services.

DATE: _____

APPLICANT SIGNATURE: _____

Instructions about Requests for Payments

Please follow these instructions carefully when sending in the Request for Payment Form. Applicants must sign and return the Request for Payment form, Vendor Registration form, and all invoices before payment will be made.

Renovations Completed by a Contractor: If you have hired one or more contractors to do your approved renovation(s), follow these steps:

STEP 1: Obtain the invoice(s) from your contractor(s) for completed the renovation(s). An acceptable invoice will include the contractor's name, address, Business Number (BN), and a complete description of work completed and costs associated. Any invoices for renovations other than those for which your PEI Home Renovation Programs grant was approved will not be accepted.

STEP 2: Complete the Request for Payment form and attach each invoice.

STEP 3: Forward the completed Request for Payment form, Vendor Registration form, and the invoices to the address on the form.

STEP 4: Our staff may contact you if required to arrange a follow-up inspection before payment is issued.

Renovations Completed by the Applicant: If you have completed the renovation(s) yourself, follow these steps:

STEP 1: Complete the Request for Payment form and attach each invoice for your materials.

STEP 2: Forward the completed Request for Payment form, Vendor Registration form, and the invoices to the address on this form.

STEP 3: Our staff may contact you if required to arrange a follow-up inspection before payment is issued.

Please note, applicants are responsible to ensure that renovations are completed properly and to confirm that they are satisfied with the quality of the renovations. Do not request payment for renovations which have not been completed or for renovations with which you are not satisfied.

If you have questions about how to complete the Request for Payment form, please contact our office at 1-855-374-7366.