

**NYC  
BUILD IT  
BACK**

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# What to Expect before Construction: For Repair Homeowners

**NYC** | **Housing  
Recovery**

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After you have signed your Commitment Letter and transferred any funds to the Build it Back program (if needed), you will take the following important steps before construction can begin:

1. **Have a Design Consultation**
2. **Sign a Construction Agreement**
3. **Sign a Grant Agreement**

Read the information below to learn more about what to expect with these steps.



## The Design Consultation

The Design Consultation is a meeting at your home between you, your contractor and Build it Back Design Specialists. At the Design Consultation, we will develop a list of all of the repairs your home needs. The meeting can last from two to four hours.

A Build it Back Repair Customer Service Representative will call you to schedule this meeting.

## Who attends the Design Consultation?

### The Homeowner

You must attend this meeting to:

- understand the work that will be done to your home, and
- sign required agreements before construction can begin.

You may bring others to the meeting, including a Communications Designee. If you have someone designated with Power of Attorney, he or she **MUST** be present.

**Important Note:** Please lock away any pets larger than 30 pounds while the Design Consultation is taking place and make sure all small animals are secured.

### The Contractor (Build it Back Contractor or Choose Your Own Contractor)

Your contractor will be doing all of the construction work on your home.

**Important note:** The Build it Back program will tell Build it Back Contractors the date and time of your Design Consultation. However, if you are using the Choose Your Own Contractor option, **YOU** are responsible for telling your contractor the date and time of your meeting. Build it Back will **NOT** notify your contractor about the meeting.

### Built it Back Design Specialists

Design Specialists are professionals responsible for fully inspecting your home and developing a list of repairs.

**Important note:** It is possible that other professionals may also attend, like an asbestos or lead inspector.

## What happens at the Design Consultation?

At the Design Consultation, your home will be fully inspected, you will finalize your design selections, and you will sign important construction agreements.

### Full inspection of your home's repair needs

The lead Design Specialist and your contractor will walk through every part of your home to determine what repairs you need and make a list of all repairs that will be completed by your contractor.

### Designing the repairs

The Design Specialists will work with you to review your color and style choices from the Home Design Selection Brochure.

- **Important Note:** If you are using the Choose Your Own Contractor option and want to customize some of your style and color choices, you will work on the designs with your own contractor. The Design Specialist will only be able to help with choices included in the Home Design Selection Brochure.

### Establishing your construction agreements

Before your contractor can begin construction, you must sign a construction agreement. For more information, read "Construction Agreements" below.



## Construction Agreements

You must sign a construction agreement in order for construction to begin on your home.

If you are using a Build it Back Contractor, you will sign a **Tri-Party Agreement**. This agreement is between three parties:

- the Build it Back program (signed by the lead Design Specialist)
- the Build it Back Contractor
- the homeowner

If you are using the Choose Your Own Contractor option, you will sign a **Home Improvement Contract**. This agreement is between two parties:

- the selected contractor
- the homeowner

### What will the construction agreement include?

A copy of the agreement is available at [nyc.gov/recovery](https://nyc.gov/recovery). You may want to look over the agreement before your Design Consultation. Some important items included in both construction agreements are:

- **Construction Start and Finish dates**  
The Design Specialist and contractor will determine how long it will take to complete the work in your home. They will work with you to choose a construction start date.
- **Relocation dates**  
You and/or your tenants may need to relocate outside of the home during construction. You will work with the Design Specialist and contractor to decide on the dates that you must be out of the home.

### Relocation may be necessary if the repair work includes:

- ▶ Lead or asbestos removal
- ▶ Elevating your home
- ▶ Power or utilities must be turned off
- ▶ Your only kitchen or bathroom is being repaired

- **Personal Property Removal Dates**

You may need to remove personal property that could get in the way of construction. You will work with the Design Specialist and contractor to establish the date you must have your property removed and where it will be stored.

- **Your Rights and Responsibilities as the Homeowner**

It is important that you review what your rights and responsibilities are during the repair process. For example, you must provide access to the home so the contractor can perform the repairs.

- **Contractor Responsibilities**

It is important that you review what your contractor's rights and responsibilities are during the repair process. For example, the contractor will be responsible for paying for any fees associated with disconnecting utilities (such as gas, electricity, cable) while your home is under construction.

- **Terminating the Contract**

If you or the contractor do not stick to what you have agreed upon in the contract, the Build it Back program can terminate the contract.

### Do I have to sign the agreement at the Design Consultation?

If you are ready, we highly encourage you sign the agreement at the Design Consultation. However, if you need more time, you can arrange to sign the agreement at a different time or location.

- If you are using a Build it Back Contractor, you can work with the Design Specialist to schedule another time and location to sign the Tri-Party Agreement. However, we highly recommend that you sign the agreement at the Design Consultation. If you decide not to sign the agreement, it could delay your construction start date.
- If you are using your own contractor, it is not necessary to sign the Home Improvement Contract at the Design Consultation. When you are finished with your customization choices, then you will sign the Home Improvement Contract. Your Contractor will then mail the Home Improvement Contract to the Build it Back program. Keep a copy for your records.



## The Grant Agreement

The Grant Agreement is a contractual agreement that explains the financial responsibilities of Build it Back and the homeowner. For sample copy of the Grant Agreement, go to [nyc.gov/recovery](https://nyc.gov/recovery).

### When and where do I sign the Grant Agreement?

After you have signed the construction agreement, a Build it Back representative will call you to schedule a Grant Agreement signing at a Build it Back Center.

- **Important note:** Your contractor cannot begin work until the Grant Agreement is signed. Once a Build it Back representative has called you to schedule a signing, you have **ten (10) business days** to sign the agreement. If you do not sign within 10 days, it may delay your construction start.