



SMALL BUSINESS FAÇADE, SITE IMPROVEMENT AND ADAPTIVE REUSE PROGRAM

REIMBURSEMENT CHECKLIST

All items on the checklist are required in order to submit a reimbursement request. Incomplete requests cannot be accepted.

_____ Paid Invoices/Receipts (Invoices/receipts must be stamped "Paid" or show a \$0 balance)

_____ Copies of checks or bank/credit card statements that demonstrate proof of payment

_____ Color photographs of all completed façade/site work for which reimbursement request is being made (One photo per improvement and at least one photo of the entire building facade.)

_____ W9 (Must be completed and signed. The taxpayer/business name and address should be consistent with the business name and address contained within your program agreement.)

_____ Lien Releases by the contractor(s)

*Reimbursement of funds will take approximately 30 days, according to the City of Orlando's accounting procedure policy. If funds are disbursed incrementally, the first payment will take approximately 30 days.