



CITY OF HARRISONBURG

AFFORDABLE HOUSING FEE WAIVER PROGRAM

FEE WAIVER REQUEST FORM

Email this form and required attachments to the Housing Coordinator (liz.webb@harrisonburgva.gov) after water and sewer capital recovery fees have been paid, to request a waiver. A Fee Waiver Reservation must already be in place. A reimbursement check will be mailed to the developer after the request is approved.

Developer / Seller Information

Name: _____

Mailing Address: _____

Email: _____

Phone: _____

Property Information

Address: _____

Parcel ID: _____ Home Value / Sale Price: _____

Certificate of Occupancy Date: _____

Property Sale/Purchase Date: _____

Homebuyer Information *(supporting documentation must be attached)*

Name(s) on Deed and/or Mortgage: _____

Names of Dependents and Any Others in Household: _____

Household Size: _____ Annual Income: _____

Certifications

I certify that this fee waiver request complies with all program requirements. The applicable residential unit, in the City of Harrisonburg, has been sold at a price within the maximum allowable limit, to an owner-occupant homebuyer, whose income is within 100% of area median income.

I understand that if the dwelling is sold or rented within five years from the date of closing such that it no longer meets the definition of affordable housing, that I am responsible to repay a prorated portion of the waived fee. I agree to allow the City access to all records necessary to verify this information.

I certify that the information on this form is accurate and complete to the best of my knowledge.

Signature

Name

Date

Required Attachments

- Dated receipt showing address and payment amount for water and sewer fees and charges
- Certificate of Occupancy
- Ratified Sales Contract
- Uniform Residential Loan Information