



Community Development Authority

City of Racine

Payment Instructions for Contractors

Our goal is to streamline the payment process and make it as easy as possible for you. Please save these instructions for future reference and projects.

1. **Invoice Requirements:**

- Prepare a detailed invoice (estimates are not acceptable) using your company letterhead, which must include your company's address and phone number.
- The invoice must include:
 - a. Date
 - b. Property owner's name(s)
 - c. Property address where the work was performed
 - d. Description of the work completed
 - e. Total project cost
 - f. Any payments received from the homeowner (to be deducted)
 - g. Remaining balance owed by the City of Racine

2. **Lien Waiver:**

- Provide a full lien waiver for the project, including the owner's name and the property address.

3. **Owner's Payment Authorization:**

- Ensure the property owner completes and submits the payment authorization form.

4. **Permits:**

- Attach copies of all required permits for the project if they have not already been submitted.

5. **Photo Documentation (optional but encouraged):**

- Include at least two photos of each repair or enhancement completed.

Submit all documentation to the City of Racine in person, by mail, or via email:

In-person: City Hall, Room 304
730 Washington Ave.
Racine, WI 53403

Email: CDA.Applications@cityofracine.org

Payment Terms: Once all required documentation outlined in items 1–4 is received and verified, the City of Racine will process payment within **30 days (Net 30)**.

For any questions, please contact us at 262-636-9398.



(262) 636-9398



730 Washington Avenue, Room 304
Racine, Wisconsin 53403



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