



Private Property Tree Removal Program Guidelines

1. This program is only available for single-family owner-occupied property. Rental properties will not be considered. The City may request proof of ownership and/or residency prior to approving your application.
2. This program is available on a first-come, first-served basis. An application is not considered complete until all documentation is received and the application is filled and signed. The City reserves the right to verify the creditworthiness of the applicant prior to approval of the loan.
3. This program is only available to residents with an annual household income of \$90,000 or less. As part of the application, you must submit your previous year's Federal tax return or, if no return is filed, a statement verifying current income.
4. Eligible trees are those meeting the following criteria:
 -) Dead or dying; or
 -) Diseased, when there is a reasonable expectation that the tree will be lost; and
 -) Four inches or larger in diameter
5. A representative from the City of Rockford Forestry Division (or designee) will inspect and confirm the condition of the tree or trees and either approve or deny the application.
6. A list of qualified vendors will be provided to you once your application is approved. You will need to schedule and solicit two (2) written price quotes from the companies on the approved list.
7. Applicants shall submit the quotes to the Finance Department Customer Service Center.
8. The Finance Department shall choose the vendor based on the lowest quote submitted by the applicant. No deviations are allowed.
9. The Finance Department will provide the applicant with a payment plan based on the following provisions:
 -) Total cost up to \$750 – repayment over 12 months
 -) \$751-\$1,500 – repayment over 24 months
 -) Over \$1,500 will be negotiated between the Customer Service Center and you, based on your ability to repay
 -) The Loan shall be repaid in equally monthly installments and will be assessed on the applicant's water bill.
10. An administrative fee of \$90 will be added to the total cost. No interest will be charged during repayment.
11. Failure to repay the loan with the monthly water bill can result in water shut-offs and/or judicial proceedings to collect the debt owed.
12. All persons with an ownership interest in the property must execute the application and loan documents.
13. A copy of the loan document shall be recorded against resident's property.

***APPLICANT'S FEDERAL TAX RETURN FOR THE PRECEDING TAX YEAR OR OTHER VERIFICATION OF INCOME MUST BE ATTACHED TO THIS APPLICATION. PLEASE WHITE OUT ANY REFERENCE TO SOCIAL SECURITY NUMBERS ON THESE DOCUMENTS**



Private Property Tree Removal Program Application

Section A. Applicant						
Applicant Name:						
Property Address & Zip Code:						
Phone Number (including area code) – Work/Home/Cell:						
Email						
Annual Household Income:						
Have you been sued or do you have any outstanding judgements for collection of a debt in the last 3 years?						
Are you more than three months delinquent on any mortgage, loan or revolving credit account?						
Have you filed for bankruptcy in the last three years?						
I, the undersigned, certify the information in this application is true and correct as of the date set forth opposite my signature(s). Any intentional or negligent misrepresentation of information contained in this pre-application will result in disqualification from the program.						
Signature:				Date		
Signature:				Date		
Section B. Forester						
Number of Eligible Trees:						
Tree size(s):						
Tree species:						
Tree condition(s):						
Tree location(s):						
Approved	Yes <input type="checkbox"/>	No <input type="checkbox"/>	RFS #		Vendor	
Signature				Date		
Sign and date upon completion of removal						
Signature				Date		

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