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**Cc:** [\\*CI-StPaul LegislativeHearings](#)  
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**Attachments:** [image001.png](#)  
[VB PERFORMANCE DEPOSIT FORM 2020.pdf](#)

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Mr. Boylan,

Confirming our conversation this morning, your legislative hearing for the substantial abatement orders at this property is scheduled for May 10, 2022 Room330 City Hall (15 W. Kellogg Boulevard) at 9 am. The closest parking ramp is the Victory ramp located on Wabasha between 4<sup>th</sup> and 5<sup>th</sup> streets, otherwise there is metered parking around the Courthouse/City hall. Please remember to allow time to go through security.

The requirements for receiving a grant of time from the Council to rehab the project are:

1. Complete a Code Compliance Inspection (**there is a current Code Compliance Inspection report on file, this will not expire mid-project**);
2. Post a \$5,000 Performance Deposit with the Department of Safety & Inspections (this is refundable upon completion of the project);
3. Submit a work plan/sworn construction statement including a **schedule** and **signed** contractor/subcontractor bids.;
4. Proof of financing sufficient for completing the rehab;
5. An affidavit dedicating funds to the project; and
6. The property must be maintained. While going through this process the property is under a microscope so please continue to be a good neighbor.

You do not need to walk into the hearing May 10 with these items completed. I would encourage you to post the \$5,000 Performance Deposit with DSI if possible, as it shows a good faith effort and shows your seriousness about the project. I've attached the form should you wish to do so; otherwise the Code Compliance Inspection (which you have) and the Performance Deposit are typically the first requirements to keep moving forward through the process.

I will send samples for the other items as they are required, if you would like any samples earlier please let me know. Also as discussed should you wish to sell the property, any purchase agreement must be approved by the City and **the title cannot transfer until rehab is complete**. I also have samples of how that has been transacted in the past, though there are a number of ways this has been accomplished.

We have been hearing that it is taking time to even get contractors out, or find one, so it is also encouraged you begin having contractors out and receiving bids, but again, this isn't a requirement *before* May 10<sup>th</sup>.

Let me know if you have questions, I hope this is helpful,

Joanna



**SAINT PAUL**  
**MINNESOTA**

**Joanna Zimny**

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