



## SRO Elevator Rebate Reservation Application (ERRA)

This form is to reserve rebate funds for up to 12 months as an incentive for to increase the quality of life of tenants and improve accessibility by the modernization or alteration of elevators in master leased SRO hotel buildings.

**Please complete all fields.**

<b>Property Owner's Name</b>	
<b>Property Owner Contact #</b>	
<b>Property Owner Email Address</b>	
<b>Responsible Party Name (if applicable)</b>	
<b>Responsible Party # (if applicable)</b>	
<b>Responsible Party Email Address</b>	
<b>Mailing Address City Zip Code</b>	
<b>Building Name</b>	
<b>Property Address</b>	
<b>Total Number of Units</b>	
<b>Total Number of Floors</b>	
<b>End Date of City Lease</b>	



**Selection Criteria Questions:**

	We have a submitted a complete application.
	We have a completed elevator assessment.
	How many floors does your SRO hotel have?
	How many tenants reside in your SRO hotel?
	How many seniors or disabled persons reside in the building?
	How many elevators does the building have?
	How many of those elevators are currently out of order?
	How many times has the elevator been out of service for more than 8 hours in the past year?
	How many resident complaints have you received in the past year?
	How many code violations have been issued by DBI (Department of Building Inspection) due to the elevator's current condition?

**Please submit the following documents with your completed application.**

- Completed Elevator Rebate Reservation Application (ERRA)
- Completed IRS W-9 form
- Copy of comprehensive Elevator Assessment report with detailed repair scope & budget estimate.
- Most recent annual maintenance or inspection report of SRO building elevator.
- Copy of master lease agreement with City verifying 10 years lease term or written extension commitment of a 10 year lease.
- Proof of current business tax registration
- Completed 12B Compliance form
- Completed P-125 form