

REIMBURSEMENT REQUEST INSTRUCTIONS

FRR-F2

Please complete all information on the reverse of this form, and follow the instructions below. **One form may be used for multiple expenses.** If you have a question or need assistance in completing this form, you are welcome to call us at (541) 682-6522 and we will be happy to assist you.

Below is an example of how to fill out the front side:

EXAMPLE:

Business Name	License #*	Date work completed	Description of Work / Purchase	Amount Paid
Joe's General Contractor	55555	July 21, 2008	New roof and siding for dwelling	\$15,000.00
Green Thumb Nursery	N/A	July 25, 2008	Fire Resistant Plants	\$287.00

Provide the County with copies of the receipts and proof of payment for approved work completed, but please retain originals of receipts submitted for your personal tax records.

Business Name: write the name of the business that is registered with the State of Oregon.

License #: If the work completed required a licensed contractor/arborist/landscaper, this is where you fill in their State of Oregon license number. (CCB# or LCB#)

Date Work Completed: This is the actual date the work was physically completed, not when the work was billed or paid for.

Description of Work / Purchase: Briefly describe the work completed by the contractor/ arborist/ landscaper on the receipt or identify other qualifying expenses.

Amount Paid: To qualify for reimbursement you must provide the **total amount** you have paid to a business to date. Please attach copies of all receipts & proof of payment relating to payments listed in the 'amount paid' column. Failure to accurately account for all payments made may affect the amount of money reimbursed.

* Work related to installing new spark arrestors and vent protection does not require a licensed contractor and may be complete by the property owner.

** You may submit up to two requests for reimbursement, however requests may only be made for completed work.

*** Please be aware, it may take Lane County up to two months to issue a check once this request is received.

*** *Notice: We do NOT reimburse Property Owners for labor or materials for work that is required to be completed by a licensed contractor or landscaper. If work was completed by a non-licensed contractor or landscaper, then we will be unable to reimburse for the labor or materials.