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Lake and Cook Counties

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## HOA Reimbursement Form

**Submitted By:** \_\_\_\_\_ **(MUST be submitted by February 28<sup>th</sup> each year)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Landscape Reimbursement

70% of Cost, Maximum \$2000

**(Pre-Approval Needed to be Eligible)**

Maintenance Reimbursement

70% of Cost, Maximum \$1000

Describe Location: \_\_\_\_\_

Name of Association or Neighborhood: \_\_\_\_\_

Area described above is within the Village right-of-way? Yes No

If landscape reimbursement request, required prior approval by Village Administrator on \_\_\_\_\_

Reimbursement to be made to: *(Must be payable to HOA unless otherwise authorized)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Total amount reimbursed for this location this fiscal year: \$ \_\_\_\_\_

**Please attach all invoices and receipts for reimbursement.**

- See Village website for more details on the Homeowner Association\* Reimbursement Program.
- Deliver to above address Attn: Karen Kasregis, **no later than February 28th** to insure adequate time to process request within the Village fiscal year the expenses were incurred.

Office use: Approved By : \_\_\_\_\_ On: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_

\*The term "Homeowner Association" is used to identify a legal entity, or the organization of the majority of all homeowners in a subdivision, formed to include the purpose of fulfilling the requirements of this program.