



# Coquille Indian Housing Authority

2678 Mexeye Loop • Coos Bay, OR 97420

---

## Property Improvement Packet

Dear Resident:

Thank you for your interest in beautifying our community, and making your home a place that you value and take pride in. As you know, the Kilkich Community is a federally funded, planned development. When a project receives federal funds there are certain “strings attached”. For our community this means we must follow certain guidelines and standards pertaining to how we do business. For the Resident, this means there are restrictions on what and how you can add to your home. Building codes and quality standards must always be met.

Because liability insurance is maintained by CIHA as a federal requirement, we ask for your cooperation and support as a Resident. In an effort to assure that all additions to your home are done in a manner which meets code and quality standards, we ask that you submit, in writing, the plans for your addition or change (see attached forms).

During your orientation, you read and signed the “Can I Take It With Me” form, explaining that once personal property (anything which is not real property) has been attached to real property (all property which is attached to the ground), it also becomes real property. If you install, attach, or build anything without proper authorization, CIHA reserves the right to ask you to remove it and to pay for all damages done. CIHA also reserves the right to hire removal and have repairs done and bill you, the Resident, for those costs.

When you return your improvement packet, please submit drawings and diagrams explaining how the project will be completed, a full description of improvements, the proposed property improvement form, and the Exhibit Map. All items must be turned in to the CIHA office, and date stamped. Before any work is done, you must receive the signed response page showing approval for the project from the CIHA Executive Director. Any complicated or controversial items will be decided by the Board of Commissioners.

If you have any questions, please contact the CIHA office.

Sincerely,

CIHA BOARD OF COMMISSIONERS

## **PROPOSED PROPERTY IMPROVEMENT**

### Directions:

1. Fill out the packet completely.
2. Mark the location of outdoor improvements on the Exhibit Map.
3. Return the completed packet and marked exhibit Map to the CIHA office at least 30 days before the start of your project.
4. CIHA staff will review your packet and respond with approval/disapproval as soon as possible.
5. CIHA staff will mail the response page along with any concerns and necessary paperwork back to you.

DO NOT begin any work until you have received CIHA's response to the proposed property improvement request.

If you have any questions or need assistance completing these forms, please contact the CIHA office during normal business hours.

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

Location of Improvement: \_\_\_\_\_

---

(Attach other information if necessary)

**DESCRIBE THE IMPROVEMENT:**

- On a separate sheet, create a drawing showing the improvement. (Please show any existing structures, indicate North, and include as many dimensions as possible)
- How do you plan to implement this improvement? (Hire a contractor; perform the work yourself, etc...)
- List measurements for all changes—be specific. (Fence, yard, wood products, area being improved, etc...)
- Type of improvement product to be used? (Cedar, chain link, perennial, etc...)
- Other Remarks:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

You may use this page to create a drawing showing the improvement

## Personal Property Written Agreement

Per the attached plan, I agree to install \_\_\_\_\_  
personal property

at/in \_\_\_\_\_  
designated location

My security deposit has been paid in full before beginning this project. I agree to take care of all repairs caused by removing \_\_\_\_\_.

I have read and signed the "*Can I Take It With Me?*" information sheet.

I understand that all work will be subject to inspection. If work is deemed unsatisfactory, or if damage was caused due to the installation process, my security deposit may be used to pay for damage.

Approval for attachment of personal property to real property will be granted on a case by case basis only by the CIHA Executive Director or Board of Commissioners.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

CIHA comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
CIHA Representative

\_\_\_\_\_  
Date

## CAN I TAKE IT WITH ME?

(Clarification of real property, personal property, and fixtures per Oregon Real Estate law)

**Real property** is property which remains at the location.

**Personal property** is an item you purchase to improve your living situation.

**Fixtures** are items which were once personal property, but have been attached in such a way that they have become real property.

- Anything attached to the ground is real property. This includes fences, trees, shrubs, etc...
- Personal property you attach with cement, plaster, nails, bolts, etc. becomes real property.

The following steps must be taken before you install any personal property:

1. The Security Deposit must be paid in full
2. A plan must be submitted describing the personal property, stating where it is to be located, and how it will be connected.
3. There will be a written agreement between CIHA and the tenant which describes the personal property, and states the conditions upon which it is agreed for the tenant to remove the property.
4. All repairs caused by having the fixtures removed are completed by the tenant or by someone they hire.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

## Property Improvement Response

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

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

Property Improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CIHA response to proposed property improvement:

\_\_\_\_\_  
CIHA Executive Director

\_\_\_\_\_  
Date

**REMEMBER: Call first – It's the LAW. Call 1-800-332-2344 for safe digging information for residents, contractors, and anyone planning to dig. CALL 48 HOURS BEFORE YOU DIG.**