

Ralph M. Perrey, Executive Director



**MEMORANDUM**

DATE: February 27, 2017

TO: BEP Participants

FROM: Cynthia Peraza, Director of Special Programs

SUBJECT: BEP Program Guide Revisions, Lien Waiver and Quarterly Reports

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THDA would like to announce that effective February 27, 2017, the following changes are being made to the Blight Elimination Program Guide:

- **Property Inspection:** A physical inspection of the property is required during the application process.
- **Lien Waiver:** A lien waiver must be executed by all Vendors who receive payment from a BEP Participant for services rendered.

**The BEP Quarterly Report (fillable) Form is now available online.** Pursuant to the BEP Program Guide, *"BEP Program Participants shall provide THDA with updates on the BEP properties on a quarterly basis. Quarterly Reports are due the fifteenth (15th) of the month following the end of the quarter. Due dates will be: January 15th, April 15th, July 15th, and October 15th."*

Thank you for your participation in THDA's Blight Elimination Program. If you have any questions, please contact [BEP@thda.org](mailto:BEP@thda.org) or call 615-815-2200



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