



Private Property Graffiti Removal Program

To combat graffiti on private property, the DDD offers private property owners a fifty percent (50%) reimbursement up to a maximum of \$2,500 per structure to offset the expense of graffiti removal from their property including repainting cost. To participate in the DDD's *Graffiti Removal Program*, please complete the Private Property Graffiti Removal Agreement.

The DDD encourages the removal of graffiti **as soon as possible** after its discovery. Research shows that removal within 48 hours is effective in discouraging repeat vandalism. To expedite the application process, please observe the following guidelines:

- Please note that the form must be fully completed.
- A "before" photograph of the graffiti must be attached.
- A minimum of two quotes/bids must be submitted.
- A W-9 must be submitted.

Once all the information is processed you will receive an approval and notification to proceed. The work may then proceed with the approved bidder, and should be completed within 30 days from the notice to proceed.

Once the work is completed, an "after" photograph, final paid invoice, and copy of the cancelled check must be submitted. The DDD will send notification that the paper work has been received and is complete. The DDD will inform the stakeholder that a check in the amount of 50% of the total cost, not to exceed \$2,500, will be issued within 15 days of receipt of all the required information. If the paperwork is not complete, the DDD will notify the applicant of the specific deficiencies and set a deadline for submission of missing items.

Please address inquires or any concerns to:

John Roussell
Public Space Operations Manager
Downtown Development District
201 St. Charles Ave Suite 3912
New Orleans, LA 70170-3912
Main 504-561-8927
Fax 504-581-1765
jroussell@downtownnola.com

If you are interested in participating in the DDD's Graffiti Removal Program, please fill out the attached Private Property Graffiti Removal Agreement.

Downtown Development District

Private Property Graffiti Removal Agreement

To participate please complete the information below. The DDD will pay 50% up to \$2,500 per structure, per occurrence for the cost of the graffiti removal and/or repainting. To participate, two bids must be submitted with this form with a "before" picture of the area that was affected by graffiti. Once this form is completed and approved by the DDD, you will then receive a notice to proceed. Please note that if this form is not complete, the DDD will notify the applicant of the specific deficiencies, and set a deadline for submission of the missing items.

(Please Print)

Name of Business/Property Owner _____

Contact Person _____

Address _____

Postal Zip Code _____

Phone Number(s) _____ Fax Number _____

E-mail Address _____

Contractor Name (Bid 1) _____

Estimated Start Date _____ Estimated Completion Date _____

Total Cost of Work (Bid 1) _____

Contractor Name (Bid 2) _____

Estimated Start Date _____ Estimated Completion Date _____

Total Cost of Work (Bid 2) _____

W-9 Completed and Attached _____ Before Picture Attached _____ Contractor Bids _____

Signature of Property
Manager/Owner _____

Please Print (Name) _____

Date _____

To be completed by DDD:

Approved By (DDD) _____ Date: _____

Name (Please Print) _____ Amount Approved: _____

Please forward all correspondence and inquires of the DDD's graffiti removal program to the address below.

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“Before” Photo
Set date feature on camera

“After” Photo

Set date feature on camera