YOUR BUILDING IS AN INVESTMENT IN LIVING

Neglected, it pays no dividends. . . .

Protected and improved, your home pays many times over in convenience, happiness and comfort for your family. A well-maintained business property pays for itself in efficiency and stimulated trade.

A farm that is modern in equipment and kept in good repair produces at lower cost and provides a better standard of living.

List — today — the property improvements that will bring *your* building . . . "up to the standard of the times . . ."

The money is ready, the workmen are ready — the time is ripe to *act.*

Property Owners

may finance improvements now at low cost - no down payment - monthly installments to suit your income

These pages contain a

CHECK LIST

Is your home convenient, comfortable, livable? What will it cost to bring your property up to par? *These pages will help you to check up*

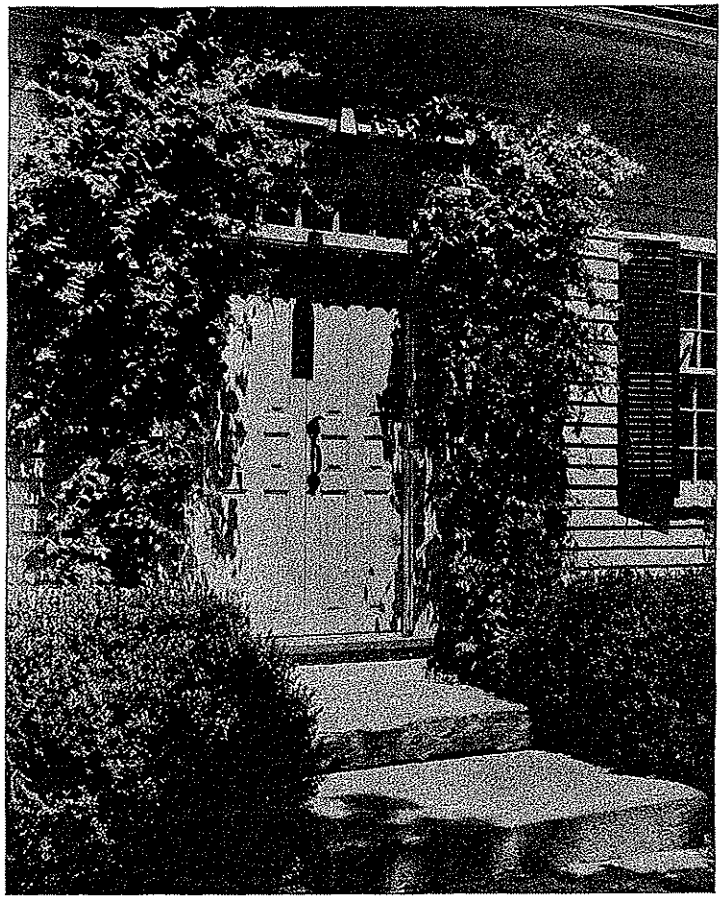
★

FEDERAL HOUSING ADMINISTRATION
Washington, D.C.

FHA—101X
(Revised 1-1-35)

This booklet deals with the first section (Title I) of the National Housing Act—the insurance of private credits devoted to "the improvement of real property."

Titles II and III of the Act, relating to insurance of long term mortgages on new and existing property, are covered in other publications issued by the Federal Housing Administration.



"For those who live in houses, those who repair and construct houses, and those who invest in houses . . ."

FRANKLIN D. ROOSEVELT

THE BETTER HOUSING PROGRAM

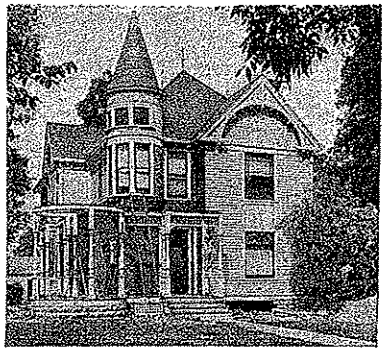
For several years past, homes all over America have been steadily going down hill. Many property owners have been unable to pay for normal upkeep and repairs. A far greater number have delayed the larger improvements which mean better housing and better living.

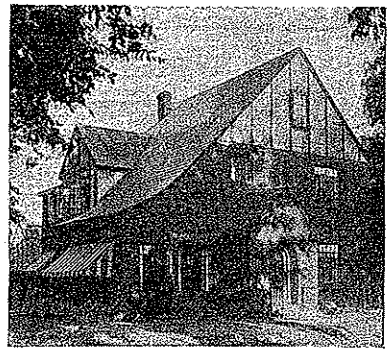
You, yourself, are the best judge of whether your home would be more desirable with a new coat of paint, a new roof, additional plumbing, lighting fixtures or heating equipment. You know what would improve the appearance, rentability and efficiency of your own business property.

Now is the time to make those improvements. The National Housing Act was designed to help you improve your property and increase its value and usefulness. Through one of the simplest and most reasonable systems of financing ever devised, the Act makes it possible for you to make delayed repairs and provide better surroundings for your family.

If you have cash for property improvements, cash payment is, of course, the best method. The favorable time is *now.* If it seems more convenient to pay for such work out of your regular income, now is the prudent time to borrow—either directly from your bank, building and loan association or other institution cooperating with the Federal Housing Administration, or through your contractor or building supply dealer.

This booklet contains answers on many important phases of the National Housing Act. Here you will find suggestions as to what property improvements will be profitable—and how you may make them with minimum cost, *now.*





What skilful restoring will do for a fine old home is graphically portrayed in these photographs

HERE'S HOW YOU BENEFIT

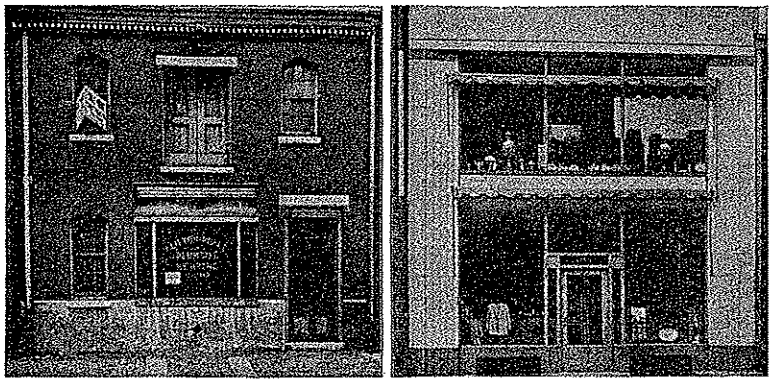
Your family—Repairs, alterations or replacements which make your home more beautiful, more convenient and more livable, contribute naturally to "a more abundant life" for your entire family.

Your business—A well-maintained store, apartment house, garage or factory contributes to a well-run, paying business. Convenient and sanitary surroundings attract new clients and customers—and help retain old ones.

Your pocketbook—Wise building improvement increases the selling value of your property. Timely repairs forestall more costly repairs later on. *Now*—while manufacturers, contractors, supply dealers, banks and other financial institutions are cooperating in the Better Housing Program—protection and improvement of your buildings means *money in your pocket.*

Your employees—New plumbing, paint, lighting and similar improvements increase the health, morale and efficiency of your workers. Necessary alterations or additions speed production—regardless of your business or profession—and increase your every-day efficiency.

Your community—Improvement of your property indirectly benefits the whole community by employing men and creating a demand for materials. When you improve your home or business property, others are inspired to do likewise. When neighborhood standards are raised—*your own* property naturally becomes more valuable.



A clever architect plus a progressive owner equals a new store front and more business

HERE'S HOW YOU GO ABOUT IT

1. You may have certain property improvements already in mind—the small investments that pay large dividends in better living. Perhaps it's light switches, paint, plumbing, plaster, wallpaper, or a complete remodeling job. In addition to the items you may have planned already, check your property against the list of repairs, alterations and improvements suggested in this booklet.

2. Decide what improvements you can afford to make now—or at least the improvements you cannot afford to neglect any longer.

3. Call a contractor, or—if it's an important job—an architect. Or get in touch with your local Better Housing Committee if there is one in your community. Any of these individuals or agencies cooperating with the Federal Housing Administration will gladly estimate the cost.

4. Then comes the question: *How shall I pay for these improvements?* If you have the cash—cash is the ideal way to pay.

But if you should find it more convenient to pay out of your regular income—the investment is a sound one, and *now* is the prudent time to go ahead. The Better Housing Program has oiled the machinery of credit so that you may pay easily and conveniently for property improvements made at once.

Your contractor or supply dealer is in a position to cooperate.

Or you may arrange directly for a low-cost, long-payment loan with your own local bank, building and loan association or other financial institution cooperating with the Government.

The way has been smoothed—the future of *your* property is up to *you.*

ANSWERS TO YOUR QUESTIONS

1. *Who may apply?* Any property owner, individual, partnership or corporation, with a regular income from salary, commissions, business or other assured source. It is not necessary to be a depositor in the financial institution consulted.

2. *To whom do I apply?* To any National Bank, State Bank or Trust Company, Savings Bank, Industrial Bank, Building and Loan Association or Finance Company approved by the Federal Housing Administration; or to a contractor or building supply dealer.

3. *Do I borrow money from the Government?* No.

4. *How much may I apply for?* Any amount up to $2,000, depending on your income, for construction or improvement of any one unit of property. A like amount in connection with not more than five properties ($2,000 maximum on each). Approval by the Federal Housing Administration, Washington, D. C., must be secured by the lender in advance for loans on more than five properties.

5. *How long may notes run?* For any number of months up to five years*—at the discretion of the financial institution.

6. *May I take the maximum time allowed to pay back any size loan?* The object is to arrange the time so that the loan is repaid at the earliest date consistent with the income of the borrower. No wise borrower will want and no careful banker will allow a time arrangement which bears too heavily on the property owner's income.

7. *What security is required?* Only that you have an adequate regular income and a good credit record in your community. Other security may be accepted if the financial institution finds it necessary.

8. *What assurance need I give?*

(a) That you own the property. (Life tenants and lessees obligated to make repairs may qualify for structural alterations or repairs and for "equipment" necessary to make a house a "complete dwelling unit," including lighting, heating and the preparation and preservation of food, under special circumstances which the local lending institutions can explain.)

(b) That the signers of a note have a gross annual income, or satisfactory prospects thereof, equal to at least five times the annual payments on the note.*

(c) That your mortgage, if any, and your tax payments are in such standing that the lender is justified in making the loan.*

(d) That you will use the proceeds solely for "improvement of real property."

* A recent and more liberal version of a former ruling—designed for the property owner's greater convenience. November 15, 1934.

9. *What signatures are required?* Signature of the property owner; and (except in special cases) if the owner is an individual and is married, also signature of wife or husband. No other co-signers or endorsers are required.

10. *Do I make any "down payment"?* No.

11. *What is the cost of this credit?* The financial institution may not collect as interest and/or discount and/or fee of any kind, a total charge in excess of an amount equivalent to $5 discount per $100 of a one-year note, payable in monthly installments.

For example: If you need $285 for housing improvements, you might sign a note for $300 payable in 12 equal monthly installments. In this case the note would not bear interest, because the maximum charge permitted ($15) would be included in the face of the note.

If you borrow a larger amount, or if you repay in equal monthly installments extending beyond one year—from 13 months to 5 years—the total charge permitted would be at a proportionate rate.

12. *Do I pay any other charge?* No.

13. *How does this cost compare?* Compared with ordinary 60 or 90 day bank loans, it is higher. Compared with the same type of loans payable in monthly installments, it is much lower than heretofore available. The reduced cost is made possible because of the Government credit insurance to the financial institution.

This type of loan makes it possible for you to spread the payments over a long period. You do not have to keep money on deposit with the institution making the loan. You do not have to give a mortgage. You need not have friends or others sign your note, *and* you reap the benefits of the *improvements* now.

14. *How do I pay the note?* By making regular, equal, monthly payments (seasonal payments for farmers and others with seasonal income) until the note is paid in full.

15. *May the owner of any kind of property apply?* Applications will be considered for credit to improve one-family, two-family, or other residences; apartment buildings, stores, office buildings, factories, warehouses, farm buildings.

16. *Must I use specified building material?* No, you are investing your own money (even though borrowed) in Better Housing. There will be no restrictions on your rights as an owner to use such materials and employ such methods of construction as you may desire—provided they meet the approval of the lending agency.

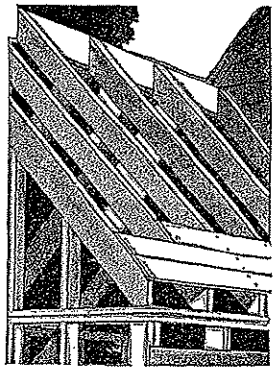
17. *May I borrow to buy improvement equipment?* Yes, if the equipment is an integral part of the improved building and is necessary to make a structure a complete dwelling unit with provision for heating and lighting the home and the preparation and preservation of food, or, in the case of industrial or commercial buildings it complies with the rules governing "eligibility." Removable furniture is not permitted under terms of your loan. (Detail suggestions regarding housing equipment appear on page 24.)

The rules governing "eligibility" of all equipment for houses, farms, and industrial and commercial buildings are available upon request from the Federal Housing Administration at Washington.

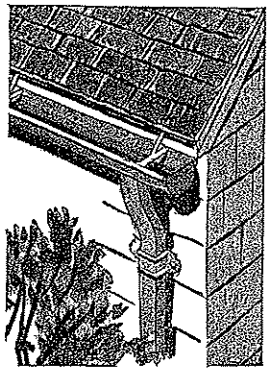
18. *Where do I make payments?* The regular installment payments will be made in person at the place of business of the financial institution; or by mail; or as otherwise arranged. *No payment shall be made to any governmental office or organization.*

19. *What if I am late in making my payments?* The maker must not permit his payments to fall in arrears. Should a payment be more than 15 days late, the financial institution's expense, caused thereby, may be reimbursed in part at the rate of not more than five cents per dollar for each payment in arrears. Persistent delinquency will make it necessary for the financial institution to take proper steps to effect collection in full.

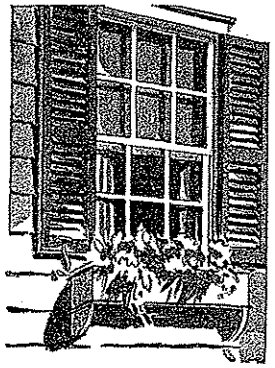
NOTE: If you are not eligible for a loan under the terms of the National Housing Act, you may be eligible for a conditioning loan from the Home Owners' Loan Corporation, which has recently established a Reconditioning Division. Any one of the banks in your community will advise you where to make your application.



Timely improvements save future repair bills



Every house exterior has "danger spots"



Exterior repairs mean Interior Comfort

HOW TO PLAN

First Signs of Decay may already be apparent on your building—a leaking roof, paint-thirsty surfaces, sagging doors, rusted sheet metal. All these things, unless remedied at once, mean a rapid accumulation of expenses.

The Danger Point for your home, your garage or your factory may already be in sight. Neglect of essential and fundamental repairs finally results in a building no longer suitable for comfortable use.

Changes May Alter the entire use of your building, or greatly increase its comfort or earning power.

Inadequate to Present Needs—perhaps your building needs complete modernization—or alterations and additions which you long have had in mind. These improvements may make all the difference in the building's usefulness, comfort and convenience.

Improvements to business properties—offices buildings, apartments, factories, stores, garages, etc., may also be financed with insured loans. Because repairs and improvements to business properties are usually of a more highly technical nature than home repairs and improvements, no specific reference to business property is made in the following pages. Owners of commercial and industrial properties are advised to consult an architect, engineer, or other technically trained person.

Owners of Farm Properties are referred to the Federal Housing Administration booklet addressed to farmers.

CHECK YOUR HOME

Make a little inspection tour through that home of yours—from cellar to chimney-top. With a pencil in hand, begin at the front door and walk to the back.

What improvements are necessary at once? What improvements would mean better living for your whole family? You, yourself, can best answer these questions—but there are definite reminders printed at the bottom of each of the following pages.

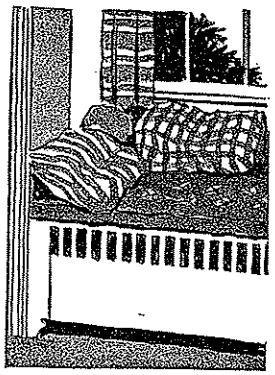
Make a note—on these pages—of the repairs, alterations, and additions you would like to make.

Now is the ideal time for home improvements.

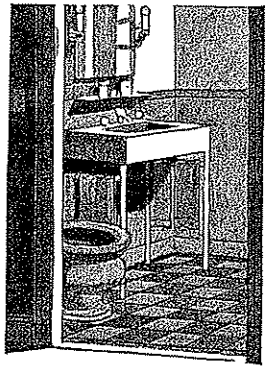
Begin today!

When you've jotted down your notes on the improvements that will make your home more valuable, convenient, and livable—turn over a copy of these notes to individual contractors who specialize in particular types of work. You, yourself, may then total up their estimates of labor and material costs. If you plan to let one contractor, architect, or supply dealer handle the entire job of improvements—turn this booklet over to him with your notes.

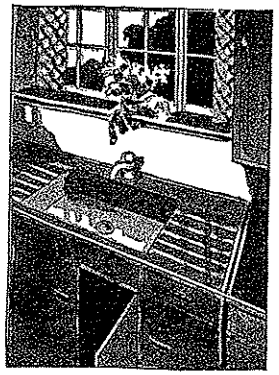
This booklet is designed to suggest home improvements and to help the home owner to estimate the cost of these improvements. In no sense is this booklet a contract form or a working agreement.



An attractive home is an investment in living



Improvements add value, comfort, convenience



Built-in equipment may be financed

IMPROVEMENTS NEEDED

HALLWAY

		$
Stairs and woodwork		
Floors		
Light and ventilation		
Walls and ceiling		
Equipment		
For appearance and usefulness		

(The lower portions of the 10 pages which follow constitute a continuous running check list. This material printed in small type does not necessarily relate to the matter printed above)

Walls and Ceilings—Repair cracked, loose, or stained plaster or other wall covering. Repair cause of damage.
Panel or apply wainscoting.
Install or relocate partitions.

Floors—Lay new floors where needed and repair worn, loose, and squeaking boards.
Scrape or sand rough, stained, or uneven floors.
Repair or replace loose, worn, and broken tile, stone, or composition floors, and coverings.

Trim—Repair mantels, cornices, baseboards, moldings, and other trim or replace with new and simpler designs.

Stairs—Repair or replace worn, loose stair-treads and risers, old newel posts, balusters, and railings. Open up or close in stairway. Provide stair to attic.

IMPROVEMENTS NEEDED

LIVING ROOM

		$
Walls and ceiling		
Woodwork		
Floors		
Light and ventilation		
Heating		
Equipment		
For convenience, beauty, and comfort		

Closets and Cabinetwork—Provide cedar closets, linen closets, broom and china closets, bookcases, kitchen cupboards, ironing boards, telephone cabinet, built-in closet equipment, medicine cabinets, and package receivers.

Doors and Windows—Replace narrow doors and windows. Repair. Weatherstrip.

Hardware—Repair or renew locks, butts, hinges, window latches, bolts, catches, and garage hardware.

Basement—Provide openings or windows in dark and damp cellars, for light and ventilation.
Install floor in the basement or repair cracked and dusty floors.
Apply waterproofing material to walls, floors, and piers in basement.
Excavate cellar under existing structure. Close in, clean, level unexcavated areas under building, leaving openings for ventilation. Insulate the floor over this space.
Install ceiling in the basement.
Provide shelves, cupboards, bins, and partitions for storage in cellar.
Provide laundry or recreation rooms.

IMPROVEMENTS NEEDED

DINING ROOM

		$
Walls and ceiling		
Floors		
Ventilation and lighting		
Miscellaneous equipment		
For convenience, beauty, and comfort		
Breakfast room		

Install fire-resisting material around or over furnace or heater.
Repair and strengthen cellar stairs, providing proper headroom, risers and treads, and a secure handrail.
Repair and support sagging, warped, and damaged floor joists and beams, and install cross bracing.
Repair or replace deteriorated sills, plates, joists, beams, and posts.
Provide fire-stopping between studs at junction of first floor and side walls.

Interior Painting—Sand or scrape scratched and discolored floor surfaces and fill cracks before applying new finish.
Walls and woodwork may be painted to harmonize with color scheme. Walls may be papered.
Ceilings should be cleaned or washed and small holes and cracks should be filled before painting, calcimining, or papering.
Kitchen, pantry, and bathroom walls and ceilings may be covered with waterproof paint, or papered.

IMPROVEMENTS NEEDED

KITCHEN

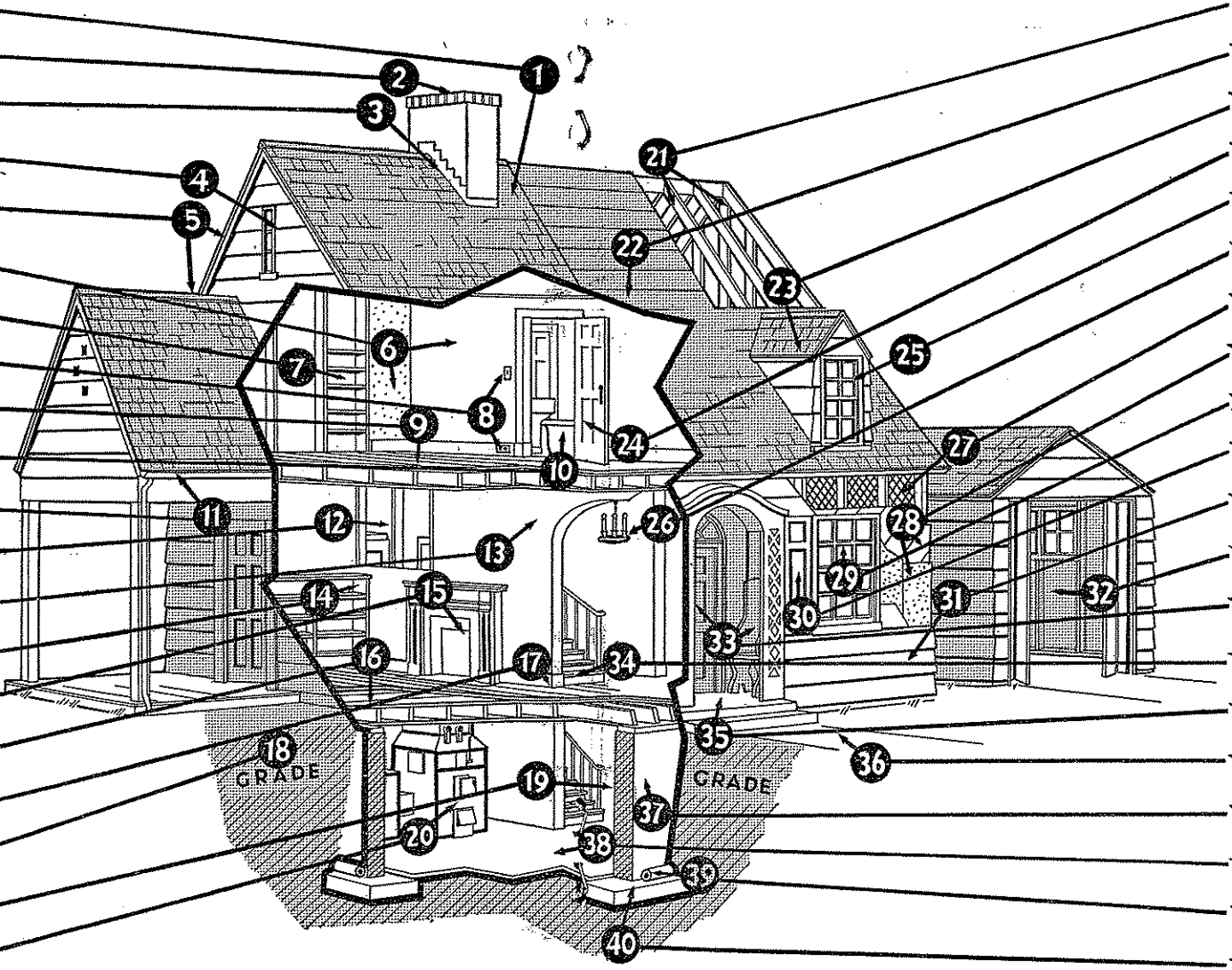
		$
Walls and ceiling		
Floors		
Woodwork		
Cabinet and work space		
Light and ventilation		
Cooking and refrigeration		

Stairs and handrails should be scraped and cleaned before applying new finish.
Radiators and exposed heating pipes may be painted.
Closets and storage spaces may be painted.
Old paper should be removed before new paper is applied.
Basement floors can be painted to eliminate dust and to improve appearances.
Basement walls and ceiling should be painted to improve appearance and for additional light.
Paint, wallpaper, and other finishes should be selected and applied to harmonize with furnishings and interior color scheme.

Plumbing—Install a water supply system with sanitary fixtures and proper drainage.
Install a water pump and storage tank to supply the house with water from outside wells.
Clean, or install new drains, faucets, valves, washers, shut-off cocks, and piping.
Protect water pipes and drains to prevent freezing.
Install a water heating system. Repair and replace existing system. Insulate hot water pipes.

CHECK *YOUR* HOME . . . For Convenience, Safety, Comfort

1. Roof .....
2. Chimney, chimney cap, etc.
3. Flashing .....
4. Attic ventilation, attic room.
5. Exterior trim.....
6. Wall-board, plaster, wallpaper, etc.
7. New closet space, shelves, etc.
8. New outlets, new wiring.
9. Flooring—finished lumber, tile, linoleum, etc.
10. Plumbing and fixtures.
11. Gutters, downspouts.
12. Permanently attached cooking and refrigeration equipment.
13. Paint, wall paper, interior decoration.
14. Built-in book shelves, cabinets, cupboards, etc.
15. Fireplace, mantel, flue, etc.
16. Joists and subflooring.
17. Interior trim.....
18. Grading and landscaping.
19. Recreation room, laundry, workshop, etc.
20. Heating plant....



21. Rafters, studding.
22. Roof sheathing.
23. Dormers.
24. Doors, new hardware.
25. Weather-stripping.
26. Electrical fixtures.
27. Lath.
28. Sheathing and insulation.
29. Window frames and sash.
30. Blinds, shutters.
31. Exterior walls—siding, brick, shingles; paint; other protective coverings.
32. Garage—tool space, workshop, etc.
33. Porch—bench, transom, door, columns, etc.
34. Stairway—treads, rails, balusters, etc.
35. Steps—brick, wood, concrete, tile, etc.
36. Walks and drives.
37. Foundation walls.
38. Basement floor.
39. Drain tile.
40. Footing.

IMPROVEMENTS NEEDED

CELLAR

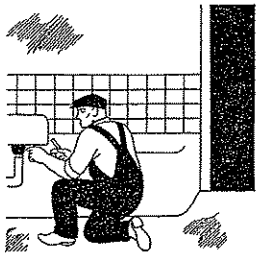
		$
Windows		
Floors		
Walls		
Stairs		
Heating		
Could it be a		
Play room?		
Laundry?		
Garage?		
Workshop?		

Replace old worn-out bathroom, kitchen, and laundry fixtures.
Provide additional bathroom, lavatory, toilet, shower, or laundry tubs.
Provide septic tanks, cesspools, and disposal field for sewerage, where it cannot be connected to sewer lines.
Clean traps and cleanout points and rod out sluggish drainage systems.
Install plumbing for the garage or garden with sillcock, drain-fixture with separate shut-off.
Install piping and service connections for gas or gas plants.

Heating and Ventilating—Install a heating system or replace existing system with modern equipment.
Install labor- and fuel-saving devices, such as automatic fuel feeding apparatus, thermostatic controls, heat regulators, or forced heat circulating system.
Clean and repair smoke pipes, flues, drafts, dampers, coils, baffles, pipes, radiators, and registers to allow full and free circulation of heat.
Cracked radiators, warped grates, and damaged fire boxes should be repaired or replaced to prevent leaks and heat loss.

BATHROOM

		$
Walls and ceilings		
Floors		
Sanitation		
General convenience		
Plumbing		
Light and ventilation		
A new bathroom		

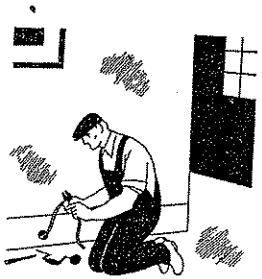


Insulate boiler and cover heating pipes, to reduce heat loss.
Sections may be added to heater or radiators to provide additional heat where needed.
Leaky radiator valves should be repacked or replaced. Install radiator covers, tops, or enclosures.
Install a heating system in the garage as a separate unit or connected with the main system.
Install ventilating equipment in the kitchen to remove smoke and food odors.

Lighting and Power—Rewire with a modern, adequate wiring system.
Install additional outlets such as base and floor plugs, new fixtures and replace trailing lamp cords.
Provide proper lighting for stairs, closet, attic, and basement with switch control.
Install outside outlets and fixtures for porches, entrances and garage, with switches.
Install outside lighting, along walks, drives, and at out-buildings, for convenience and as protection from trespassers and for decorative lighting effects.
Install bells, buzzers, or annunciator system.

BEDROOM NO. 1

		$
Walls and ceiling		
Floors		
Extensions or partitions		
Equipment		
For convenience and appearance		



Install a burglar- or fire-alarm system.

Attic—Install fire-stopping between studs at attic floor joists.
Lay attic floor. Provide storage or additional rooms in attic.
Install additional windows and louvers to provide light and ventilation in the attic.
Apply insulating material to walls between or over floor joists or to underside of roof, on or between rafters.

Chimney and Fireplaces—Improve draft by cleaning flues, increasing height or changing size and depth of fireplace.
Place fire resisting materials between chimney and wood members or remove wood members from direct contact with chimney.

Exterior Walls—Repair or replace bulging, loose, or deteriorated siding and shingles. Point all cracks in masonry or stucco walls.
Resurface existing walls with new siding, with veneer, stucco, shingles or other material.

BEDROOM NO. 2

		$
Walls and ceiling		
Floors		
Extensions or partitions		
Equipment		
For convenience and appearance		

ATTIC

Stairs		
Could it be an extra room?		
Light and ventilation		

Doors and Windows—Repair or replace old sash, doors, frames, broken glass, and putty.
Caulk cracks around door- and window-frame openings.
Repair, refit, or install storm or screen doors and windows.
Repair or install blinds, shutters, and window boxes.

Porches, Steps, and Shelters—Repair or replace deteriorated columns, balusters, railings, flooring, steps, piers, and supports.
Repair and repoint broken and loose brick, tile, or stone floors and steps.
Enclose open porch with screens or glass.

Roof—Resurface roof or replace broken and loose shingles, slate, tile, metal, roll, or other roofing material.
Repair skylights, scuttles, and trap-doors requiring new frames, covers, or glazing.

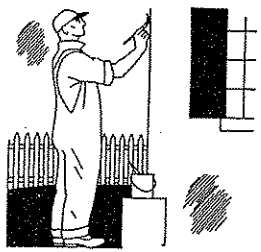
Flashing, Gutters, and Downspouts—Provide or replace flashing over door and window openings, roof intersections, vents, and other openings or projections to prevent leaks.

PORCH

		$
A "YEAR-ROUND" LIVING ROOM?		
HEATING		
LIGHTING		
SCREEN OR GLASS		
FLOORS		
EQUIPMENT		
FOR APPEARANCE AND "LIVABILITY"		

EXTERIOR

NECESSARY REPAIRS		
ADDITIONS		
ALTERATIONS		
FOR APPEARANCE AND PRIDE OF OWNERSHIP		



Provide, replace, or clean gutters and downspouts of house, garage, or other buildings.

EXTERIOR PAINTING—Remove cracked, blistered, and peeling painted surfaces by burning or scraping.
Patched concrete, stucco, and other masonry may be painted to cover discoloration and improve appearance.
All exterior wood surfaces should be covered with an adequate coating of paint for weather protection and appearance, including window sash, doors, and frames, wood side walls, cornices, trim, porches, and entrance.
Metal flashing (other than lead and copper), iron rails, and grilles, weather vanes, and copings should be painted to prevent corrosion.
Garage and outbuildings should be painted for weather protection and should harmonize with house and property.
Screens and storm doors should be painted.
Chimneys and caps may be painted.

GROUNDS

		$
WALKS AND DRIVES		
GARAGE		
TREES, HEDGES, LAWNS, FENCES, ETC.		
EQUIPMENT FOR BEAUTY AND PROPERTY VALUE		

GARAGE—Erect garage or add room for work space, storage, or another car to present garage.
Repair or resurface roof of garage.
Lay garage floor with apron at entrance.
Connect garage to house by moving it, or by a passageway.
Protect walls and ceiling of garage, or connecting wall and doors, when attached to house, by fire-retarding material.
Insulate walls and ceiling.

GROUNDS—Drain or fill low damp areas. Grade to keep water away from buildings.
Provide splash blocks for downspout outlets or connect them directly to drainage system.
Lay, repair, or grade walks, driveways, and curbs.
Construct retaining walls and terraces.
Erect fences, brick or stone walls, and entrance gates. Fence in drying yard, refuse, storage, or unsightly spots.
Plant shade and fruit trees. Grade and seed lawns.
Construct toolhouse, outbuildings, or playgrounds.

"Built-ins" MAY be Financed

Certain housing equipment is considered "built-in" under the regulations of the Federal Housing Administration. The lists which follow are suggestions only, selected to indicate the application of a basic policy covering items which are eligible for insurable loans to owners. There is a wide variety of equipment which becomes "a part of the real estate when installed." Many items of equipment similar to those listed below may also be included. If your own interpretation of the policy leaves you in doubt, the Federal Housing Administration will be glad to rule on any specific item. "Built-ins" for homes include:

Waterworks system, wells and cisterns, including pumps and windmills
Plumbing equipment, including fixtures, if permanently installed
Domestic water-heating equipment
Water supply and sewerage connections with public mains
Individual sewerage-disposal systems, including septic tanks
Incinerators and other garbage-disposal systems, if built in
Individual lighting plants and equipment
Lighting fixtures, if integral part of wiring or gas system
Non-detachable heating systems and control devices (coal, wood, oil, gas, or electricity)
Oil burners, including oil-storage equipment and thermostatic controls
Automatic-stoking and ash-removal equipment, if permanently installed
Radiation, if part of heating system, including valves and accessories, including unit heaters
Forced heat circulating equipment
Air-conditioning equipment, if built in
Humidifying equipment, if built in
Built-in ventilating equipment, including fans
Individual gas-making machines and equipment
Gas ranges and water heaters
Electric ranges and water heaters, if permanently attached to wiring system
Kitchen units, if built in
Built-in refrigerators
Automatic refrigeration if permanently attached to wiring or gas system
Fire escapes, sprinkler systems, fire and burglar-alarm systems
Elevators and dumbwaiters
Built-in ironing boards, dinettes, flower boxes, cabinets, bookcases and cupboards
Built-in laundry chutes, coal chutes, package receivers and mail boxes
New doors and windows of all kinds, including screen and storm equipment. Built-in door or wall mirrors
Linoleum and other applied floor covering, exclusive of carpets, rugs, and matting
All applied wall coverings
Wall and floor tiles

Weather stripping
Awnings and other sun protection made for windows and porches

Aside from specific equipment, such as indicated above, the cost of making all types of repairs, alterations, and improvements to any type of building (both labor and materials) may be included in insured loans. In addition, such improvements to the grounds on which the buildings stand as—

Grading and landscaping. Sidewalks, curbs, and driveways, of permanent materials, where property is improved with buildings
Underground lawn-sprinkler systems
Demolition of old buildings (labor)
Silos, barns, sheds, and other buildings on improved farm property
And similar items

"Movables" May NOT be Financed

Certain types of equipment are considered "movable" under the regulations of the Federal Housing Administration. The items listed below may not be included in home improvements financed by insured loans. When in doubt as to any item not included, the Federal Housing Administration will be glad to advise. "Movables" include:

Furniture, unless built-in
Floor and other lamps
Show cases, unless built-in
Desks
Radios, unless built-in
Porch swings
Electric fans, unless built-in
Toasters
Washing machines
Electric and gas irons
Food-mixing machines
Vacuum and other types of cleaners, unless built-in installation
Single-unit air conditioners, unless built-in
All other strictly detachable and movable equipment and apparatus

Rules governing the "eligibility" of equipment on farms are included in the special Farm Property Owners' Booklet and those governing "eligibility" for equipment in homes, farms, commercial and industrial buildings for both owners and lessees are given in more detail in a special pamphlet, "Interpretation of Eligibility Under Title I of the National Housing Act." Copies are available upon request directed to the Federal Housing Administration, Washington.

HERE'S HOW TO SAFEGUARD YOUR INVESTMENT

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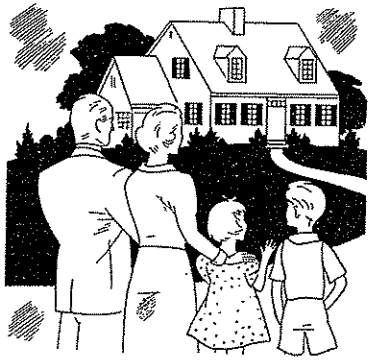
Your own judgment will tell you that you must invest *wisely* and *thoughtfully*—if you would reap the maximum in benefits from property improvements. Here are a few points to remember:

1. *Select Good Workmen.* You should personally know the contractor or workman who will handle your job or, if not, check his reputation for responsibility and skill. Probably the only effective safeguard as to price is the securing of competitive bids.

You should not pay for the work or sign a note covering the cost of the work without receiving a written guarantee. This caution applies to cases where the entire job is given to one or more contractors or sub-contractors who furnish all the materials.

When a property owner buys materials direct from a dealer, and either does the work himself or hires his own labor, it is not customary for either the dealer or the manufacturer to give a guarantee. Therefore, protection in such cases must be secured by purchasing from reputable firms.



But when the entire job is given to a contractor who furnishes all materials, it is customary to have the contractor guarantee his workmanship and the application of materials. You are advised to require such a written guarantee in substantially the form as shown on page 27.

(GUARANTEE)

To.....
Property Owner

The undersigned hereby certifies that the work which the undersigned contracted to perform for you on the premises located at

....., ..., ...,
Address *City* *State*

for a total sum of $..... has been completed in a workmanlike manner. The undersigned further guarantees said work against defects in materials and workmanship for a period of one year.

SIGNED.....
Contractor

2. *New Construction and Modernization Credit.* As a rule, owners who borrow to make property improvements already have existing structures of some kind on the land. But it is possible in some cases for "owners" (but not for short term lessees) to use Modernization Credit for new construction—garages, for example, or summer cottages, or other small structures for farm, commercial or industrial use.

Credit extended by private lending institutions to property owners under Title I of the National Housing Act, by reason of the limitation upon amount to $2,000 and to 5 years as to term, is not a substitute for the long-term amortized home mortgage credit made available under Title II. Within the terms of Title I, however, approved financial institutions may extend credit for new construction—subject to the other rules and regulations of the Modernization Credit Plan—at their own discretion.

3. *Reconditioning*—in its best sense. No item of repair, alteration or improvement should be an attempt to conceal building defects which are more fundamental. If the work involves a large expenditure or major changes in a building—that is, if it involves alterations and new construction rather than mere repairs—it is wise to consult an architect or engineer. Your saving will be much greater than his fee, which may be included in the loan.

4. *Consider the Neighborhood* and the character of the property to be improved. Costs and benefits should be weighed against the building's future and its surroundings. If your application is rejected because of unfavorable neighborhood conditions, you still become eligible for a loan by enlisting a substantial group of neighbors in a general neighborhood improvement plan.

5. *Increase the Value* of your property by as much—or more than—the cost of the work.

DIVISION OF FUNCTIONS OF GOVERNMENT HOUSING AND LENDING AGENCIES

THE FEDERAL HOUSING ADMINISTRATION

makes no loans to the public and cannot deal with distressed conditions. It insures loans made by private lending agencies for purposes of improvement of all types of real properties, and insures mortgages made by such institutions upon new and existing one-to-four family residential buildings, and, under special conditions, upon low-cost housing projects.

THE HOME OWNERS' LOAN CORPORATION

is authorized to refinance mortgages on distressed homes, that is, upon homes where mortgages and other obligations are in serious default. This Corporation has established a Reconditioning Division and makes direct loans for modernization and repair, but only to owners upon whose homes it has already financed mortgages, or to owners of unencumbered property meeting the eligibility requirements of the Corporation and who cannot receive financing from private lending agencies.

FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKS—HOUSING DIVISION: HOUSING CORPORATION

The Housing Division is that unit of the Public Works Administration charged with the development of a program of low-cost housing or slum clearance projects, and correction of acute housing shortage not necessarily involving slum clearance. It also makes loans to limited dividend corporations for such purposes. The Emergency Housing Corporation is an auxiliary of the Housing Division, established to expedite the housing program. Neither of these agencies deal directly with individual ownership needs.

THE FEDERAL HOME LOAN BANK SYSTEM

does not lend to individuals. Federal Home Loan Banks lend to their members, at present consisting of about 2700 building and loan associations, mutual savings banks and insurance companies, on the security of their mortgages as collateral and in a limited way without security.

FEDERAL SAVINGS AND LOAN ASSOCIATIONS

lend directly to home owners upon homes and combination home and business property, lending up to not exceeding 75 per centum of the value of such properties located within fifty miles of their offices on loans amortized over not less than five nor over twenty years.

PROPERTY OWNERS' INFORMATION

Repairs, alterations, and improvements are discussed in the following Government pamphlets:

Farmstead Water Supply	5c	(A 1.9:1448)
Sewage and Sewerage	5c	(A 1.9:1227)
Making Cellars Dry	5c	(A 1.9:1572)
Chimneys and Fireplaces	5c	(A 1.9:1649)
Beautifying the Farmstead	5c	(A 1.9:1087)
Farm Home Conveniences	5c	(A 1.9:927)
Planning the Farmstead	5c	(A 1.9:1132)
Fire-protective Construction on Farm	5c	(A 1.9:1590)
Floors and Floor Covering	5c	(A 1.9:1219)
City Home Garden	5c	(A 1.9:1044)
Farm Garden	10c	(A 1.9:1673)
Saving Fuel in Heating a House	5c	(I 28.7:97)
Heating the Farm Home	5c	(A 1.9:1698)
Safety for the Household	15c	(C 13.4:397)
Injury to Buildings by Termites	5c	(A 1.35:101)
House Insulation—Its Economies and Application	10c	(C 1.14:IN 7)
Insulation on the Farm	10c	
How to Judge a House	10c	(C 1.14:H 81)
Light Frame House Construction	40c	(VE 1.3:145)
Convenient Kitchens	5c	(A 1.9:1513)
Methods and Equipment for Home Laundering	5c	(A 1.9:1497)
Protection of Buildings and Farm Property from Lightning	5c	(A 1.9:1512)
Painting on the Farm	5c	(A 1.9:1452)
Farm Plumbing	5c	(A 1.9:1426)
Simple Plumbing Repairs in the Home	5c	(A 1.9:1460)
Poultry Houses and Fixtures	5c	(A 1.9:1554)
Care and Repair of the House	15c	(BH 15)
How to Own Your Home	5c	(BH 17)
Recommended Minimum Requirements for Plumbing	35c	(BH 13)

Property owners may obtain any of these booklets by writing to the *Superintendent of Documents*, Government Printing Office, Washington, D. C., if order is accompanied by money order, New York draft or coin (no stamps will be accepted).

THE FEDERAL HOUSING ADMINISTRATION has no intention in these pages, or in any other, of recommending, either directly or by implication, the use of any particular type of building material, equipment, or service, to the disadvantage of any other type of building material, equipment, or service. Every property owner who invests money in Better Housing will determine for himself the type of product or service which will mean better living for him. Through national and local advertising, he is offered—by manufacturers, dealers, contractors, tradesmen, etc.—a wide variety of materials, workmanship, and services from which to choose.

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