**HOMEBUYER**

**Property Acquisition File Checklist**

**Tool #2**

**Description:** This file checklist is intended to be an index of file documents, to be placed at the front of a paper file for a property being acquired by Community Development Block Grant Disaster Recovery (CDBG-DR) grantees. The list of documents includes those typically used in real estate purchases. The checklist also serves as a progress tracking log, since it includes check-offs for typical process steps that may not be represented by a document.

**How to Adapt this Document:** This document should be edited to reflect the policies, procedures and workflow of a particular CDBG-DR program. Although intended to be used as a paper document, it could also be used to inform the design of an automated CDBG-DR tracking and document management system. The checklist is included in the Homebuyer toolkit, but it could also be adapted for use in other types of acquisition including buyouts and infrastructure projects.

**Source of Document:** This document is an adaptation of a version that was based on “Guide to Property Acquisitions in NSP Programs,” produced for the NSP toolkits by Enterprise Community Partners. It was also loosely based on, “NSP Property Acquisition Checklist,” and an earlier NSP document that has been superseded by that Guide.

This document is not an official HUD document and has not been reviewed by HUD counsel. It is provided for informational purposes only.

**For More Information**

This resource is part of the *Community Development Block Grant Disaster Recovery (CDBG-DR) Toolkits*. View all of the Disaster Recovery Toolkits here: <https://www.onecpd.info/resource/2853/cdbg-dr-toolkits>.

*Community Development Block Grant Disaster Recovery (CDBG-DR) Toolkits are designed to provide general guidance across all types of disasters (e.g. hurricanes, f****l****oods; tornadoes; earthquakes; etc.).  CDBG-DR Toolkits are NOT disaster specific.  CDBG-DR grant funding for a disaster or group of disasters is governed by CDBG requirements and any modifications contained in one or more Federal Register Notices (FRN) applicable to the disaster.  Grantees subject to the Disaster Relief Appropriations Act of 2013 (Public Law 113-2) should review all footnotes for additional applicable citations and guidance.  In addition to the FRN, Toolkit users should review applicable Federal cross-cutting requirements. The FRN, as well as cross-cutting requirements, are available on the Department’s website.*

For additional information about disaster recovery programs, please see your HUD representative.

U.S. Department of Housing and Urban Development

Community Planning and Development, Disaster Recovery and Special Issues Division

**Property Acquisition File Checklist**

Property Address:

Property is (check all that apply)

\_\_ Vacant \_\_\_ Blighted \_\_Built prior to 1978 \_\_Structure(s) 50+ years old

|  |  |  |  |
| --- | --- | --- | --- |
| X or N/A | Date | Initials | Item |
|  |  |  | **EVALUATION** |
|  |  |  | Tier 1 environmental review completed for target area (X if completed) |
|  |  |  | Property listing from Multiple Listing Service (MLS) or other source (copy filed) |
|  |  |  | Verification that property is in a target area as outlined in the Action Plan (X to verify)  |
|  |  |  | If foreclosed , seller certification RE: tenant protections, if applicable (copy filed) |
|  |  |  | If vacant, signed & dated inspection report indicating vacant status (copy filed) |
|  |  |  | If vacant, utility status (signed, dated report or shut-off notice (copy filed) |
|  |  |  | If required, General Information Notice (GIN) to occupant(s) (copy/ies filed)  |
|  |  |  | If occupied, relocation survey (copy filed. See Note 1 below. |
|  |  |  | If occupied, estimate of relocation costs based on survey (include relocation costs in “Total development cost estimate” below)(copy filed) |
|  |  |  | Photos of property exterior and interior (copies filed) |
|  |  |  | **FEASIBILITY AND COST ANALYSIS** |
|  |  |  | Preliminary appraisal or estimate of market value to establish offer price – not CDBG-DR-required (copy filed) |
|  |  |  | Lead hazard risk assessment report if built pre-1978 (copy filed) |
|  |  |  | Certification of zoning compliance by staff member or other source (copy filed) |
|  |  |  | Plans & specs or work write-up (copy filed) |
|  |  |  | Rehab or new construction cost estimate – include demolition costs (copy filed) |
|  |  |  | Total development cost estimate including all soft costs (copy filed) |
|  |  |  | **APPROVAL AND PRE-CLOSING** |
|  |  |  | CDBG-DR grantee written approval of acquisition, if required (copy filed) |
|  |  |  | Notice of Voluntary or Involuntary Acquisition with delivery confirmation (copy filed)  |
|  |  |  | Purchase contract with all signatures – see note below (copy filed) |
|  |  |  | Completed environmental review checklist by staff or specialist (copy filed)  |
|  |  |  | Relocation file(s) started separately if occupied (N/A or X) |
|  |  |  | Letter to SHPO re: historic status, if required (copy filed) |
|  |  |  | Site-specific environmental review determination (copy filed) |
|  |  |  | Appraisal, if CDBG-DR required for properties foreclosed or under threat of eminent domain or otherwise required by grantee(copy filed) |
|  |  |  |  **POST-CLOSING** |
|  |  |  | Deed to property (copy filed) |
|  |  |  | Mortgage deed(s) and promissory note(s) - (copies filed)  |
|  |  |  | Settlement sheet – HUD 1 (copy filed) |

Note 1: If occupants are or were present who have rights under URA, users should set up separate relocation files.

Note 2: Unless these steps have already been completed, a purchase agreement must be conditional upon receiving an approved site-specific environmental review from the CDBG-DR grantee or other responsible entity.