

Exhibit 13-1-D NSP

PRE-ACQUISITION PROPERTY SPECIFIC CHECKLIST FOR NSP PROJECTS

Prior to Acquisition –Environmental

Property Location: _____

1. _____ Environmental Statutory Checklist
a. _____ Site Specific Checklist
- _____ Date completed
_____ Reviewed/Approved
2. _____ Documentation that property is vacant/occupied (3rd party (appraiser) statement, utility bills, photos, etc.. (combination of two items))
a. _____ Is the property occupied (Uniform Relocation Act – General Information Notice)

Project Request

3. _____ Project Request draft form (unsigned, approximate budget amount)
4. _____ Copy of Buy / Sell Agreement
5. _____ Project Request Form (signed, final budget amount)
6. _____ Project Budget and Uniform Status of Funds Spreadsheet (accumulative)
a. Use of Funds -- Purchase _____ Financing _____ Rehab _____ 10% contingency _____
Other _____
7. _____ Implementation Schedule included
8. _____ Listing of details for planned rehabilitation work (rehab limited to necessary items to meet HQS minimums) (if applicable)
9. _____ Contract Amendment Executed
i. _____ Correct Contract Number ii. _____ Correct Amendment number
10. _____ Appraisal completed (within 60 days prior to offer to acquire property)
a. _____ Date of appraisal (must be provided before purchase)
11. _____ Purchase Price discount _____ Amount of discount (at least 1%)
12. _____ Uniform Relocation Act acquisition notice (with or without eminent domain)
13. _____ Trustee Deed (proof of foreclosure, must be provided before purchase)
14. _____ Title Insurance Commitment or Title Insurance Binder (must be provided to NSP staff before the closing of any foreclosed purchase)

Immediately following Closing

15. _____ Settlement statement
16. _____ Recorded Abstract of Sub-Recipient or Developer Agreement

Near end of rehabilitation work

17. _____ Certification of prospective occupant as:
a. _____ Income eligible at 120% AMI or less Target AMI category _____
b. _____ Completed HUD Certified Home Ownership Counseling
18. _____ Meets Section 504 requirements (Multifamily projects only)