

Site Acquisition Checklist

GENERAL INFORMATION

Donor name(s) _____ Phone _____
Donor address _____
Site address _____
Legal description _____
_____ Site cost \$ _____
(Fill in dates when completed with applicable items; n/a for items that are not applicable)

PRELIMINARY SCREENING

___/___/___ Initial inquiry or lead on property received by _____
___/___/___ Preliminary screening by _____
___/___/___ Construction Committee recommends to:
 Accept (proceed with investigation) Decline (rejection letter to donor)

SITE INVESTIGATION FORMS

___/___/___ House Lot Checklist
___/___/___ Home Inspection Sheets

BUILDING COMMITTEE COMMITTAL

___/___/___ House Budget Estimate (new or rehab only) or Resale (as-is).
___/___/___ Building committee has reviewed zoning constraints.
___/___/___ Building committee accepts and agrees to SSC's recommendation to the board.

KEY MILESTONES

___/___/___ Construction Committee recommends to:
 Accept (board approval required) Decline (rejection letter to donor)

___/___/___ Board decision of site as recommended by SSC:
 Accept (proceed with acquisition)
 Decline (rejection letter to donor)

Acquisition cost to HFH \$ _____

___/___/___ Secure earnest money and draft Purchase Agreement.
___/___/___ Present Purchase Agreement.
___/___/___ Purchase Agreement:
 Accepted
 Declined
 Accepted with conditions (board approval required)

___/___/___ Deliver signed purchase agreement to title insurance company for commitment (Get title commitment from donor if no purchase agreement is required).
___/___/___ Secure check for closing and coordinate closing parties and date.

CLOSING ITEMS REQUIRED

___/___/___ Warranty Deed ___/___/___ Seller's Affidavit (private seller only)
___/___/___ Quit Claim Deed ___/___/___ Bill of Sale (private seller only)
___/___/___ Abstract _____
___/___/___ Record _____ Document # _____
___/___/___ Environmental Clearance Affidavit signed by donor.

FOLLOW UP

___/___/___ Letter to donor of HFH's acceptance of site for tax purposes.
___/___/___ Transfer to Building committee or real estate broker.
___/___/___ Proposed starting date as committed by Building committee

GENERAL COMMENTS