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 _____________________________________________________________ Document # ____________________________
___ /___ /___ Record _________________________________________________________________
___ /___ /___ 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