

Regional Center: _____
Contact Name: _____
CPP Project ID #: _____

Community Placement Plan Housing Guidelines Single-Family Housing Acquisition Request Checklist

Please provide the following information and documentation. This will help expedite the Department's Housing Acquisition Request (HAR) review process.

1. HAR Summary

- A brief summary of the property/project including the service type (e.g., SRF, ARFPSHN, RCFE, etc. Acquisition and renovation, or new construction. Number of bedrooms. Secured perimeter and/or delayed egress devices. Needs of individuals.)
- A summary of project's financial structure (e.g., loan terms, leveraged funds, etc.)
- A certification by the Regional Center that the home qualifies for licensure (i.e., does not present an overconcentration issue pursuant to Health and Safety Code sections 1267.9 and 1520.5, etc.)

2. Purchase Agreement and Inspections

- A copy of fully executed purchase agreement, including any counter offers and/or addendums.
- A preliminary title report (with hyperlinked documents).
- An appraisal report conducted by an independent appraiser licensed by the State.
- Any relevant inspection reports and disclosure documents (home, pest/termite, Natural Hazards Disclosure Report, well, septic, roof, etc.)

3. Financial

- A senior lender loan commitment letter(s) on company letterhead specifying interest rate, amortization terms, and loan fee.
- An updated estimated development Sources and Uses of funds.
 - An estimated itemized renovation hard cost budget.
 - A replacement reserve projection that supports the requested replacement reserve amount.
- An updated estimated itemized Operating budget.
- A projected pro forma budget.