# Attachment J

**Community Placement Plan (CPP)/Community Resource**

**Development Plan (CRDP) Housing Guidelines**

**Single-Family Housing Required Property Documents**

## Housing Acquisition Request (HAR) Summary

### Identification of type of housing, housing developer organization (HDO), number of bedrooms, needs of individuals, secured perimeter and/or delayed egress devices, etc.

### 2. HDO ownership entity documentation.

### 3. Schedule of Development.

## Milestone 1: Closing Documents

### Pre-Loan Closing Documents

### Proposed financing leverage ratio, mortgage terms, and funding sources, including any funding commitment letters.

### Evidence of site control (e.g., fully executed Purchase Agreement, Option to Purchase Agreement or any other enforceable legal agreement).

### Appraisal report (lender’s appraisal report is acceptable).

### Preliminary Title Report (with hyperlinked documents).

### Approved Estimated Sources and Uses of funds.

### Approved Estimated Operating Budget of itemized costs.

### Estimated itemized renovation hard cost budget.

### Replacement reserve projection.

### Payment and performance bond documentation or its equivalent.

### Post-Loan Closing Documents

### Final Settlement Statement (Buyer’s or Combined) from the title office.

### Recorded Grant Deed.

### Recorded Lender’s Deed of Trust

### Lender's Promissory Note.

### Recorded original DDS CPP/CRDP Restrictive Covenant.

### Fully executed and completed original DDS CPP/CRDP Promissory Note, if applicable.

### Recorded original DDS CPP/CRDP Deed of Trust (DDS as beneficiary).

### Recorded original DDS CPP/CRDP Profit Participation Agreement, if applicable.

### Recorded conformed copy Request for Notice – DDS.

### Recorded Request for Notice – Regional Center.

### DDS Title Insurance Policy with endorsements.

### Executed DDS CPP/CRDP Agreement to Provide Notice and Cure Rights.

### Final executed Regional Center and DDS Escrow Instructions.

### Owner’s Title Insurance Policy.

### Property hazard, liability, and flood insurance policies.

## Milestone 2: Property Completion and Reconciliation

### Approved Updated Sources and Uses of funds, if needed to reflect changes in project development costs.

### Property tax exemption verification, if applicable (see Section IV.I of these Housing Guidelines).

### Final Sources and Uses of funds that identifies all sources of funds.

### Final Operating Budget that identifies all operating costs.

### Regional center verification of Unconditional Waiver (liens, stop payment notices, payment bond rights) and Release on Final Payment submitted to the regional center.

### Updated property hazard, liability, and flood insurance policies.