Attachment M

Regional Center:

Contact Name:

Project Number:

**Community Placement Plan/Community Resource Development Plan Housing Guidelines**

**Housing Acquisition Request (HAR) Document Checklist**

Please provide the following documents when submitting a HAR. Items marked with an asterisk (\*) are required at the time of initial submission in order to initiate the Department’s review process.

**Executed Residential Purchase Agreement (RPA) \***

**Include any counter offers and/or addendums**

**Attachment P (Estimated Sources and Uses) \***

**Include Renovation Hard Cost Estimates**

**Attachment Q (Estimated Operations Budget) \***

**Project Summary including but not limited to development type, capacity, parking, delayed egress (DE) or delayed egress/secured perimeter (DESP), parking, neighborhood safety, individuals considered for the home and their current living arrangement (Last Name, First Initial) \***

Project Development Timeline

Floor Plans / Facility Sketch (Current and Proposed)

Outline Fence Perimeter

Indicate Location of DE or DE/SP (if applicable)

List of Community Resources in the Area

List of Homes Considered: Include reasons for non-selection and justification for the home chosen

Appraisal Report

Pre-Approval Letter: A senior lender loan commitment letter(s) on company letterhead specifying interest rate, amortization terms, and loan fee

Replacement Reserve Projection

Overconcentration Report

Preliminary Title Report (PTR) with Working Hyperlinks

Natural Hazard Disclosure (NHD)

Home Inspection Report

Pest Inspection Report

Roof Inspection Report

Sewer Inspection Report (if applicable)

Septic Inspection Report (if applicable)

Well Inspection Report (if applicable)

Pool Inspection Report (if applicable)