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)