

# **HOPWA PROGRAM**

## **Documentation Required for Real Property Acquisition Closing:**

1. Title Report
2. Certificate of Occupancy
3. Survey (most recent or new)
4. Appraisal
5. Letter of Consistency with the Consolidated Plan (from Grant Application)
6. Purchase Contract
7. Sub-recipient Agreement \*
8. Mortgage \*
9. Affidavit for Exemption from Mortgage Tax \*
10. Engineer/Architect/Home Inspector Report
11. Insurance Binder \*
12. Termite Report
13. Environmental Disclosure Statement
14. HUD Environmental Checklist
15. Certificate of No Material Change
16. Cesspool Certification
17. List of checks/vouchers\*\*
18. List of CERTIFIED checks\*\*

Note: All check amounts must reflect **precise** payoffs and fees due including all adjustments 10 days before closing.

\* Prepared and reviewed prior to closing but **not** signed until day of closing.

\*\* List of checks to be forwarded to CDA and CDA attorney minimum 5 working days prior to closing date.