

## Exhibit 10-C

### PRE-ACQUISITION PROPERTY SPECIFIC CHECKLIST

#### Prior to Acquisition –Environmental

Property Location: \_\_\_\_\_

Census Tract: \_\_\_\_\_

Property Type: Foreclosure / Abandoned / Vacant

1. \_\_\_\_\_ Environmental Statutory Checklist \_\_\_\_\_ Date completed  
a. \_\_\_\_\_ Site Specific Checklist \_\_\_\_\_ Reviewed/Approved
2. \_\_\_\_\_ Documentation that property is vacant/occupied (3<sup>rd</sup> party (appraiser) statement, utility bills, photos, etc.. (combination of two items)(See Vacancy Verification Form))  
a. \_\_\_\_\_ Is the property occupied (Uniform Relocation Act – General Information Notice)

#### Project Request

3. \_\_\_\_\_ Project Request draft form (unsigned, approximate budget amount)
4. \_\_\_\_\_ Copy of Buy / Sell Agreement
5. \_\_\_\_\_ Project Request Form (signed, final budget amount)
6. \_\_\_\_\_ Project Budget and Uniform Status of Funds Spreadsheet (accumulative)  
a. Use of Funds -- Purchase \_\_\_\_\_ Financing \_\_\_\_\_ Rehab \_\_\_\_\_ 10% contingency \_\_\_\_\_ Other \_\_\_\_\_
7. \_\_\_\_\_ Implementation Schedule included
8. \_\_\_\_\_ Listing of details for planned rehabilitation work (rehab limited to necessary items to meet HQS minimums) (if applicable)
9. \_\_\_\_\_ Contract Amendment Executed  
i. \_\_\_\_\_ Correct Contract Number ii. \_\_\_\_\_ Correct Amendment number
10. \_\_\_\_\_ Appraisal completed (within 60 days prior to offer to acquire property)  
a. \_\_\_\_\_ Date of appraisal (must be provided before purchase)
11. \_\_\_\_\_ Purchase Price \$ \_\_\_\_\_
12. \_\_\_\_\_ Uniform Relocation Act acquisition notice (with or without eminent domain)
13. \_\_\_\_\_ Trustee Deed (proof of foreclosure, must be provided before purchase)
14. \_\_\_\_\_ Title Insurance Commitment or Title Insurance Binder (must be provided to NSP staff before the closing of any foreclosed purchase)

#### Immediately following Closing

15. \_\_\_\_\_ Settlement statement
16. \_\_\_\_\_ Recorded Abstract of Sub-Recipient or Developer Agreement

#### Near end of rehabilitation work

17. \_\_\_\_\_ Certification of prospective occupant as:  
a. \_\_\_\_\_ Income eligible at 80% AMI or less  
b. \_\_\_\_\_ Completed HUD Certified Home Ownership Counseling