



NIP-1 Property File Checklist

Property Address:

Section 1 – Property Eligibility

Date Submitted:

Date Approved:

NIP- 2 Property Eligibility Form

(Items submitted with NIP-2)

Site Control:

Deed (if applicable) _____

Contract / Option (if applicable) _____

N/A – Under Negotiation _____

Property Location:

Historic Preservation Map _____

Target Area Map _____

SHPO Consent Required Yes No

If Yes, Date Sent to SHPO _____

Property Condition: Photos, Inspection Reports, etc.

Documentation of Blight _____

Documentation of Vacancy _____

Property Budget:

Financial Commitments _____ (if budget is over \$35,000)

Notes:

Property Address:

Section 2 – Property Acquisition

Date Submitted:

Date Approved:

Pre-Acquisition - Purchase Price Approval Required

(check applicable items submitted)

Sales Contract _____

Tax Foreclosure or Forfeiture Documents _____

Documentation of Fair Market Value:

Appraisal _____

Most Recent Tax Assessment Value _____

Broker Opinion of Value _____

Other Valuation Method _____

NIP-9 Conflict of Interest Certification _____

Post-Acquisition - Documentation of Partner
Ownership

Recorded Deed _____

Executed Copy of HUD-1 _____

Property Address:

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Section 3 – Loan Closing		Date Submitted:	Date Closed:
<input type="checkbox"/>	NIP-3 Loan Closing Request Form ____ Initial for preparation of Note and Mortgage ____ Initial for Assignment and Modification Agreement		
<input type="checkbox"/>	Executed/Recorded NIP Note and Mortgage		
<input type="checkbox"/>	Executed/Recorded Assignment and Modification Agreement		
<input type="checkbox"/>	Lien Release Documents		

Property Address:**Section 4 – Inspection Process**

<input type="checkbox"/>	INITIAL Inspection NIP-6 Inspection Request Form NIP-5 Independent Cost Analysis Form included with (if applicable) Color Photo of the Front of the Property Copies of Asbestos and/or Lead-Based Paint Evaluation Reports Detailed description of any plans to recycle, donate, or sell any building components (if applicable)	Date Submitted: Approved/ Denied
<input type="checkbox"/>	Revised NIP-6 Inspection Request Form (for initial inspection)	Date Submitted: Approved/ Denied
<input type="checkbox"/>	Documentation of Procurement (Copy of Advertisement for Bids, Bid Packages, and Bid Tabulations)	Date Submitted:
<input type="checkbox"/>	NIP-4 Identity of Interest Certification Form (if applicable)	Date Submitted:
<input type="checkbox"/>	DRAFT copy of Contract Copy of Contract with NIP-14 Contract Submittal Form Is contract DRAFT within 10% of approved work write-up? Y/N Does the contract include the NIP-7 Contract Addendum? Y/N	Date Submitted:
<input type="checkbox"/>	NIP-8 Debarment Certification with SAMS website results	Date Submitted:
<input type="checkbox"/>	NIP-9 Conflict of Interest Certification Form	Date Submitted:
<input type="checkbox"/>	Copy of Contractor's License	Date Submitted:
<input type="checkbox"/>	Documentation of Contractor's Hazard and Liability Insurance	Date Submitted:
<input type="checkbox"/>	EXECUTED copy of Contract	Date Submitted:
<input type="checkbox"/>	Copies of Contractor's Permits	Date Submitted:
<input type="checkbox"/>	Change Order #1 (if applicable) with NIP-6 Inspection Request Form Is the Change Order Signed By the Owner and Contractor? Y/N	Date Submitted: Approved/ Denied
<input type="checkbox"/>	Change Order #2 (if applicable) with NIP-6 Inspection Request Form Is the Change Order Signed By the Owner and Contractor? Y/N	Date Submitted: Approved/ Denied
<input type="checkbox"/>	FINAL Inspection NIP-6 Inspection Request form with: Color Photos (Date Stamped) taken during Demolition and After Greening has been completed. If applicable records of any sold, donated, or recycled building components. If Mobile Home, include disposal records.	Date Submitted: Approved/ Denied
<input type="checkbox"/>	Asbestos Disposal Records (if applicable)	Date Submitted: Approved/ Denied

Section 5 – Disbursement Request		Date Received:	Amount Approved:
<input type="checkbox"/>	Draw Request #1 NIP-10 Disbursement Request Form Applicable Draw Documentation		
<input type="checkbox"/>	Draw Request #2 NIP-10 Disbursement Request Form Applicable Draw Documentation		
		Total Amount Drawn:	

Property Address:

Section 6 – Compliance Period

Maintenance Information:

Redevelopment Information (If Applicable):

Property Address:

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	Section 7 – Correspondence (Specific to Property)		