



3-10 Submittal Checklist for Redevelopment of Landbanked Properties

SCSHFDA, 300-C Outlet Pointe Blvd., Columbia, SC 29210 (803) 896-9001 www.schousing.com

Date:	<input type="text"/>	DRGR Activity #:	<input type="text"/>
Subrecipient Name:	<input type="text"/>	Email :	<input type="text"/>
Contact Person :	<input type="text"/>	Phone #:	<input type="text"/>

Step One - Submit the following: (NO additional choice limiting actions until 2nd phase of ER has cleared)

- ☐ Environmental Submittal Form with NEPA review (completed by an SC Housing approved environmental consultant)
- ☐ 3-8 Landbanking Redevelopment Data Form

Step Two - Submit the following after ER clearance for redevelopment has been received:

- ☐ **DRAFT** of Disposition Agreement between NSP Landbank entity and developer (if applicable)
- ☐ Executed Disposition Agreement (if applicable)
- ☐ 3-9 Development Budget for NSP Landbanked Properties
- ☐ Financial Commitments
- ☐ Draft of the Sales Contract for approval (if applicable)

Step Three - Submit the following after Donating the property (if applicable)

- ☐ Copy of the Executed/Recorded Closing Documents *if the property was donated to another organization for redevelopment

Step Four - Submit after Redevelopment has been Completed

- ☐ 6-18 Request for Final Inspection with photos of the redeveloped property
- ☐ Copy of LBP Evaluation/Inspection Results (if applicable)
- ☐ Copy of LBP Clearance Report (if applicable)

Step Five - Occupancy Requirements

Homeownership Properties:

Refer to Form 3-7 Submittal Checklist for Closing on Homeownership Properties. ***Documents listed on the 3-7 must be submitted and approved by the Authority prior to closing.**

Rental Properties:

- ☐ Executed/recorded NSP Loan Documents
- ☐ Recorded NSP Restrictive Covenants

Step Six - Completion Requirements

- ☐ 3-2-3C Land Banking Property Completion Report