# SUBGRANTEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OWNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acquisition Source Document Checklist

\_\_\_\_ Property is on the approved property list (check approved budget and scope of work)

\_\_\_\_ Copy of proof of Citizenship Letter

\_\_\_\_ Copy of Signed Statement of Voluntary Transaction

\_\_\_\_ Copy of Signed Acquisition Contract

*\_\_\_\_ check purchase price (pre-flood ownership complies with local Admin Plan; post-flood ownership is the price the post-flood owner paid with a few exceptions—refer to FEMA’s HMGP Handbook)*

\_\_\_\_ Appeal (If applicable): (Refer to Administrative Plan for acceptable documentation)

\_\_\_\_ Appraisals or other documentation to support revised purchase price

\_\_\_\_ Report/Minutes of body that determined revised price.

\_\_\_\_ Copy of Tax Assessor's Card *(or other public record of date of ownership and fair market value)*

\_\_\_\_ Copy of USPAP Appraisal form *(if appraisal was used for pre-flood fair market value)*

\_\_\_\_ HMGP Duplication of Benefits Settlement Sheet from HSEMD/FEMA Region VII *(DOB verification)*

\_\_\_\_ Copy of **Signed** Settlement or Closing Statement *(MUST be signed by both parties)*

\_\_\_\_ Copy of Invoice for Abstract Work *(if cost is not listed on the HUD Settlement Statement)*

\_\_\_\_ Copy of Invoice for Legal Expenses *(if cost is not listed on the HUD Settlement Statement)*

\_\_\_\_ Copy of Invoice for Title Opinion *(if cost is not listed on the HUD Settlement Statement)*

\_\_\_\_ Copy of Invoice for Closing Costs *(if cost is not listed on the HUD Settlement Statement)*

*\_\_\_\_* Copy of Invoice for Title Certificate *(if cost is not listed on the HUD Settlement Statement)*

\_\_\_\_ Copy of documentation for URA relocation benefits *(if applicable)*

\_\_\_\_ Copy of letter certifying Decent, Safe, and Sanitary requirements in 49 CFR 24.

\_\_\_\_ Copy of Replacement Housing Worksheet.

\_\_\_\_ Copy of replacement housing purchase price documentation (HUD, Assessor’s Card, or other).

\_\_\_\_ Copy of Moving Expense Letter *(if applicable)*

\_\_\_\_ Copy of SHPO recommendation from the State Historical Society of Iowa

\_\_\_\_\_\_\_\_\_\_\_\_ Date SHSI concurred with demolition

\_\_\_\_ Memorandum of Agreement Required *(if applicable)*

\_\_\_\_ Copy of checks to pay:

\_\_\_\_ Homeowner

\_\_\_\_ Acquisition amount (less any deductibles)

\_\_\_\_ Relocation assistance *(if applicable)*

\_\_\_\_ Moving allowance *(if applicable)*

\_\_\_\_ Tenant relocation assistance *(if applicable)*

\_\_\_\_ Abstract Work

\_\_\_\_ Legal Expenses

\_\_\_\_ Title Opinion

\_\_\_\_ Title Certificate

\_\_\_\_ Closing Costs

\_\_\_\_ Recording fees

\_\_\_\_ Revenue tax/stamp

\_\_\_\_ Copy of **Recorded** Warranty Deed with required deed restriction language spelled out. (deed restriction language **must** contain all 7 restrictions to be in compliance with federal laws governing the Hazard Mitigation Grant Program)

\_\_\_\_ Copy of Title Certificate

\_\_\_\_ Initialed & Signed Pre-Acquisition & Demolition Checklist (19 point checklist)