



## THE 8-STEP PROCESS

### STEP 1: Application Intake and Review

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- Verify application is complete and signed
- Verify all required documents have been received

### STEP 2: Preliminary Eligibility Review

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- Verify applicant eligibility
- Verify property eligibility

### STEP 3: Ownership Verification

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- Verify ownership and review title
- Title to property must be clear in order to move to Step 4

### STEP 4: Appraisal and Inspections

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- Complete boundary survey
- Complete property appraisal
- Complete lead-based paint assessment, if applicable
- Complete asbestos building survey
- Complete environmental review

### Incentive(s)

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**Incentives can be requested during Step 5 of the program or within one year after the closing date. Incentive requests will be verified for eligibility, including replacement property location, and applicants may be required to participate in housing counseling.**

### STEP 5: Offer Determination and Closing

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- Prepare initial offer letter and package
- Verify residents and tenants, as applicable, have vacated the property
- Property is purchased by the local government at closing, using grant funding
- Record deed and deed restriction

### STEP 6: Contractor Selection

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- Program selects demolition contractor
- Verify the property is secured by boarding up windows and doors or erecting a chain-link fence around the property

### STEP 7: Demolition, Clearance and Restoration

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- Complete abatement and demolition
- Following demolition, complete the final inspection, collect documents and prepare closeout documentation

### STEP 8: Completion

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- Property returns to open space permanently
- Complete closeout review

### Housing Counseling

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**Applicants will be able to access housing counseling classes and individual counseling sessions, beginning in Step 4 and Step 5, respectively.**