



The
Road Home

BUILDING A SAFER,
STRONGER, SMARTER LOUISIANA

www.road2LA.org

or

1.888.ROAD.2.LA

(1.888.762.3252)

TTY: 711 relay or 1.800.846.5277

Small Rental Property Program *Getting Ready for Closing*

After you have returned your signed Small Rental Property Program commitment letter, several steps must be completed before closing. Below are the steps you must complete prior to scheduling a closing:

1. Submit signed consent forms for all owners on the title
2. Submit documentation to resolve any issues with preliminary title report such as:
 - i. Satisfying or cancelling any judgments or liens – Documentation from the Clerk of Court, in the proper jurisdiction, showing the cancellation of any outstanding judgments or liens listed on the title must be provided to your Rental program Advisor or closing agent prior to closing on your award. If the amount of the liens is less than your award amount, you can arrange with the closing agent to pay your outstanding judgments or liens at closing and deduct the amount from your award.
 - ii. Completing the Succession process – A court-ordered Judgment of Possession must be documented, filed with the Clerk of Court, in the proper jurisdiction, and provided to the Rental program Advisor addressing any ownership issues for any property which one or more of the owners are deceased and a legal Succession process was completed. The Rental program Advisor will ensure that all legal heirs to the property will be a party to execute the agreements, mortgages and documentation.
 - iii. Cancelling any Writs of Seizure or Request for Writ of Seizures – Documentation from the Clerk of Court, in the proper jurisdiction, indicating the cancellation of any outstanding Writ of Seizure or Request for Writ of Seizures must be provided to the Rental program Advisor prior to closing on your award. You should contact the company that filed the Writ of Seizure or Request for Writ of Seizure to settle and have the Writs cancelled.
3. Complete repairs and submit certificate of occupancy demonstrating proof that the property has been inspected and adheres to code requirements

Program Sponsored by:



Program Funded by:
U.S. Department of Housing
and Urban Development

4. Register affordable units on www.LAHousingSearch.org
5. Submit tenant income documentation for all affordable units
6. Submit copy of lease and lease addendum signed by owner and tenant for each affordable unit
7. Pass Lead Risk Assessment, if required
8. Pass Final Inspection (See *"Getting Ready for Final Inspection"* for more details)

Additional steps below must be completed by business or non-profit only

9. Submit Proof of Ownership (legal entity's charter)
10. Submit Board Authorization to Proceed or Resolution appointing individual to represent entity
11. Submit Articles of Incorporation
12. Submit Letter of Good Standing from the Secretary of State
13. Submit IRS Form 990, non-profit only
14. Submit Permanent Supportive Housing Set-Aside Agreement, non-profit only if applicable
15. Submit 501(c)(3) Designation, non-profit only as required

If you have any additional questions regarding the closing process for the Small Rental Property Program, please call **1.888.ROAD.2.LA (1.888.762.3252)** and select the Rental program prompt (#1). TTY callers use 711 relay or 1.800.846.5277.



Housing centers are accessible and reasonable accommodations will be provided upon requested.

Auxiliary aids and services are available upon request to individuals with disabilities and for persons with limited English proficiency.

*Hurricane Katrina Federal
Task Force Hotline
1.866.720.5721*