

# CONVEYANCE CHECKLIST

- Housing Manager will run Conveyance Eligibility/Tracking Report Monthly.
- When a file is eligible for conveyance, place on each file the following:
  - Conveyance Checklist on top of the file with your initial &
  - Conveyance Eligibility Report
- Housing Manager will **confirm payoff** with Assistant Executive Director or Finance Dept.
- Housing Manager confirms with Maint. & Construct. Director all work orders have been entered.
- Housing Manager will review file for accuracy and consistency with HDS.
  - If adjustments are needed, a Tenant Adjustment Request is made and processed.
- Housing Manager submits file to staff preparing BOC agenda.
  
- BOC Secretary prepares the following for each file:
  - Letter to the Homebuyer advising of the conveyance action and the need to acquire insurance by a certain date.
  - CDTHA Resolution.
  - CDTHA Bill of Sale.
  - Obtains copy of the Lease & the MHOA.
- BOC Secretary has a staff review for Quality Control.
- Initials of Quality Control staff. \_\_\_\_\_
- BOC Secretary makes any corrections and finishes preparing the above items.
- Board meets, votes, and signs all paperwork confirming conveyance.
  - Obtain the signature of the E.D. on the Bill of Sale.
- After Board meeting, the Board Secretary completes the following:
  - Letter to Homeowner advising of insurance cancellation.
  - Letter to Amerind advising of insurance cancellation.
  - Letter to Orkin Pest Control advising of cancellation of services.
  - Letter to Homeowner submitting executed copies of conveyance documents and information about contacting the Land Services to obtain a lease from the Tribe.
  - Letter and attachments are to be copied and sent to Alfred Nomee, Land Services and the BIA.
  
- Housing Manager or Designee:
  1. Combine all files with tenant name into one file.
    - Note: It is important to place all documents discussed on this check list on the first left hand section for easy access to auditors. \_\_\_\_\_
  2. Call Utility Companies & Cities (use Utility Contact List for contact info)- \_\_\_\_\_
    - Inform them house is no longer under the CDTHA inventory. \_\_\_\_\_
  3. Update HDS screens to complete amortization, tenant & MEPA contribution. \_\_\_\_\_
  4. Give copy of pay-off statement to Fin. Dir. to issue refund, if any, for backup documentation. \_\_\_\_\_
  
  5. Tenant Ledger History Reports:
    - a. If refund needs to be issued, enter refund into HDS once issued, copy check, and print entire tenant ledger history report and file.
    - or
    - b. No refund is needed, print entire tenant ledger history report & file. \_\_\_\_\_
  6. File in Conveyed Cabinet in break room. \_\_\_\_\_
  
- Signature & Date Completed  
  
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