



## Part II - LBA Checklist of Mandatory Documents

### LBA Program (Circle One)

Tax Abatement   Sheriff/Marshall Deed   Land Banking   Deed 3 Release   Other

Instructions: Please provide all items that are checked below.

- LBA Application - Profile sheet that provides the LBA general information about the organization.
- Developer Profile and Proposal – General descriptive information about the history and general activities of the developer, as well as, specific information regarding the parameters of the project proposed by the developer.
- Funding Commitment Letter – Letter from financial institution or other source stating how project will be funded.
- Title Report – 50 year title history on the property.
- Property Photographs – Photographs and pictures of the property.
- Taxes (Past Due & Current)
- NPU Letter – Letter from Neighborhood Planning Unit in which property is located. Letter should state that the organization appeared before the NPU and should contain the status of how the NPU voted in relation to the proposed project.
- Legal Description
- CD-2 Income Verification Form (For Deed 3 Release)
- CD-3 Project Status