

MN Hub Cooperative Checklist

Please note that this checklist is for submittals to the Minnesota Hub. If you are processing a project in another Hub, please check with that Hub for their requirements.

Pre-Application:

Please follow MAP Guide Appendix 4A, with the following modifications:

#1: N/A

#2: replace with the 93201 – available on HUDCLIPS

#4: N/A

#5: N/A

#7: N/A

#9: see our guidance on this website on market studies

#10: N/A (requested at Firm)

#11: N/A

#15: N/A

#16: N/A

#17: N/A

#18: A Phase I is required prior to issuance of the Firm Commitment. Please submit all environmental documentation compiled to date (e.g. any of the following that were done: Phase II, Response Action Plan, Contingency Plan, No Further Action letter from MnPCA, No Association Letter listing HUD as a party).

#19: N/A, however, we request that the sponsor complete the attached environmental Certification.

Pre-application items not listed in Appendix 4A of the MAP Guide:

- ❖ SHPO/MN Historical letter: see Minneapolis Hub Circular 08-01
- ❖ As marketing on cooperatives begins earlier in the process than on rentals, please submit the Affirmative Fair Housing Marketing Plan (Form HUD 935.2) with the pre-application submittal – see Firm exhibit #14 in the MAP Guide.

- ❖ Prior to HUD allowing collection of full downpayments via waiver request (after invite letter is issued), the draft cooperative legal documents must be found acceptable to HUD – see list of legal documents under Firm below.

Firm:

Please follow MAP Guide Appendix 4A, with the following modifications:

#1: N/A

#2: replace with the 93201 – available on HUDCLIPS

#3: N/A

#10: See coop legal documents listed below

#11: N/A

#13: If not submitted at Preapplication

#14: Submit at Pre-application

#17: N/A

#18: N/A

#25: Only the 2328 is required under this exhibit

#29: An appraisal with the following is requested:

- a. Land value estimate
- b. Operating Expense Analysis Worksheet: HUD 92274

#37: N/A

#39: See pre-application comments above. If updates since pre-application, please submit documentation.

Firm Application items not listed in Appendix 4A of the MAP Guide:

- ❖ Cooperative Legal Documents: the Model Forms of these documents were originally contained in HUD Handbooks 4550.1 and 4550.2. The HUDCLIPS

version of these handbooks do not contain these attachments. Hard copies are available through the Minnesota Field Office.

1. Articles of Incorporation
2. Subscription Agreement
3. Occupancy Agreement
4. Cooperative Agency Agreement
5. Management Agreement
6. Bylaws
7. Information Bulletin

❖ Mortgage Credit reviews individual purchasers of shares and requires the following documents:

1. Subscription Agreement
2. Verification of Income (tax returns, social security statement, etc.)
3. Verification of Employment or Deposit (on all cooperatives that are not elderly).
4. Credit Reports (on all cooperatives that are not elderly)

Owner Certification of Environmental Issues (2 pages)

Property Name: _____

Street Address: _____ City: _____

1. Identify all the previous uses of the site: _____

_____ Source of this information: _____

2. Are there any underground fuel storage tanks present on the subject property?

YES ___ NO ___. If yes, provide the following information: (a) number of tanks, (b) capacity in gallons, (c) usage, (d) location, (e) age, (f) date of last tank and delivery system tightness test, (g) provide the complete test results for the tank(s) and delivery system, (h) provide HUD with the MNPCA tank registration documentation. A leak and tightness test not more than one year old is required for all tanks.

3. Are there any abandoned or unused underground fuel storage tanks located on the site, OR has there ever been any tanks removed from the site?

YES ___ NO ___. If yes, circle which (abandoned, unused or removed) and provide the following information: (a) certify whether there was any soil contamination, OR (b) provide test results of the soils under and near the former tanks and delivery system, and (c) provide a MNPCA closure or tank removal report. If there is an abandoned or unused underground fuel storage tank on the site, they must be removed, Prior to initial endorsement, in accordance with MN PCA and local laws and regulations.

4. Is there now or has there ever been any contamination, hazardous material, or hazardous sites (including dump sites) located on or near the subject site (within 1 mile).

YES ___ NO ___. If yes, identify: _____

_____ Source of this information: _____

5. Is the subject site located within 1 mile of any hazardous operations which store, handle* or process chemicals or petrochemicals of an explosive or flammable nature (such as: Liquefied Petroleum Gas (LPG) – propane gas, Liquefied Natural Gas (LNG) – methane gas, or any other hazardous gas, liquid or product that is of a flammable or combustible nature. This includes above ground propane tanks located on the subject site).

*Any loading facility that handles tank trucks, railroad tank cars or tanker barges.

YES ___ NO ___. If yes, please contact HUD for details on what documentation is required.

6. Are there any high pressure gas or liquid petroleum transmission pipelines located within 1/2 mile of the subject site? No project structure may be within 10 feet of the pipeline easement. A high pressure gas line is one that has pressure higher than the lines where the gas is delivered to the consumer.

YES ___ NO ___. If yes, please contact HUD for details on what documentation is required.

7. Is there any friable asbestos within the subject property?

YES ___ NO ___. If yes, provide the following: (a) where is or was it located? And (b) provide documentation that it has been removed or stabilized in accordance with US EPA, OSHA and MN PCA requirements, OR (c) describe how it will be removed or stabilized in any rehabilitation. If any asbestos is left in place, the project must have an Asbestos Management Plan approved by HUD.

8. Is there any lead based paint within the subject property or were any improvements on the site constructed prior to 1978?

YES ___ NO ___ . If yes, a lead based paint test must be submitted.

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9. Are there any existing wells or evidence of closed or abandoned wells located on the site?

YES ___ NO ___. If yes, address the following: (a) current usage, and (b) location. If the well is unused or has been closed, provide documentation from the MN Dept. of Health and local authorities that the well has been capped in accordance with applicable laws.

10. Are all existing structures or proposed structures at least 10 feet from all easements?

YES ___ NO ___. Show all easement lines on the survey for the property and state the purpose of the easement:

11. Are there any electric power, television, microwave, water or other towers located on or near the site?

YES ___ NO ___. If yes, state their height and distance from any buildings (see number 10 regarding easements).

12. Is the subject site located near a major noise source (major highway or busy road within 1000 feet, railroad within 3000 feet, civil airport within 5 miles, military airport within 15 miles)?

YES ___ NO ___. If yes provide the distance from the noise source to the closest point of the nearest building.

13. Are there any wetlands or flood plains (100 and 500 year) located on or adjacent to the subject site?

YES ___ NO ___. If yes, provide a survey and a site plan showing the building in relation to the wetland and/or flood plain and the lowest slab elevation in relation to the 100 year flood elevation (500 year for elderly projects).

14. Are there any historical or archeological sites or buildings located on or near the proposed site?

YES ___ NO ___. If yes, provide complete details, including any surveys, reports, Section 106 Reviews, or State Historic Preservation Office (SHPO) response. State the source of this information. _____

15. Has there been an Environmental Assessment Worksheet (EAW), a Phase I or a Phase II Environmental study, or any other environmental studies or reports performed for this or any adjacent sites?

YES ___ NO ___. If yes, what was prepared and please provide the complete reports/studies to HUD.

16. Does the site and any proposed improvements meet all local zoning, density and use requirements?

YES ___ NO ___. If "NO," provide evidence that the site will likely receive permissive zoning and use approval. ALSO, provide documentation of the current zoning. _____

17. Does the site have community or public water and sewer available?

YES ___ NO ___. If "NO," provide evidence that it will be made available prior to construction completion.

A Phase I Environmental Analysis, prepared by a qualified environmental professional, must be submitted with your Application. A Phase II Environmental Analysis is required if recommended in the Phase I Analysis or HUD's Environmental review. Provide full documentation of all reportable conditions found in the Phase I and Phase II Environmental Analysis.

I certify that I have answered all of the above questions truthfully and have exercised due diligence in determining my answers to all of these questions.

Subject Property Owner

Date