**URA Pre-requisite List**

The purpose of this handout is to provide Relationship Managers with a list of URA pre-requisite items related to an acquisition with no relocation of tenants or other occupants. URA regulation (49 CFR 24) establishes when documents must be received. Items are listed below by a triggering event. *Disclaimer: This handout is subject to periodic updates.***Voluntary Acquisition**

***Triggering Event: Application***

* Copy or access to Application

*(We can obtain the below items from the PNFDF, if they are not available at the time of the application.)*

* + Project Summary
	+ Site Map
	+ Survey
	+ Initial Budget
* URA Assurance Letter
* Notice to Seller
* Seller’s Occupancy Certification
* Foreclosure Occupancy Certification (*Only vacant foreclosed residential properties with a structure*)
* Initial Title Opinion (Report/Commitment)
* Appraisal
* PNFDF
	+ Fact Sheet
	+ Budget/Funding Sources/Uses (allocation)

***Triggering Event: After Council (Closing)***

* Deed
* Settlement Statement (Seller/Buyer Closing Disclosure)
* Purchase Agreement / Earnest Money Contract
* Title Policy
* Authority to Use Grant Funding (AUGF)/Environmental Clearance