

Pittsburgh City URA HRP Programs + LEED Certification Chronological Process Steps

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Human Resource Roles

<u>Step/Event Description</u>	<u>Est. Cost</u>	<u>Fee Explanation</u>	<u>Realtor</u>	<u>Name (Stage 1)</u>
Engage A Realtor			Lender/Finance	
Community Organization / Redev. Corp Process	\$???	Membership Fees	Community Association	
			General Contractor	
			Building Inspector	
			Architect	
			LEED Certification Team	
Open Bank Account w/ URA Lender	\$20.00	Professional Courtesy	Lawyer	
Begin Individual Savings Account	\$50/paycheck	Save for Closing & Up Front	Appraiser	
			Title Insurance Firm	
URA Lender Initial Discussion / Visit			Closing/Settlement Agents	
			URA Agent/Inspector	
URA Lender Initial Pre-Approval Paperwork		Note/Landmine Investigate		
		Sales Agreement Requirement for Pre-Approval? Move Down?		
Visit Home -- 1 st Visit				
USGBC Membership	\$300.00	Contractor Rates		
Select a URA [+LEED] Qualified General Contractor				
Visit Home Again – Building Inspector + Contractor	\$100.00	Hourly Rate		
Verify status of seller Liens, Taxes, Utilities, Mortgage	\$???	Research Costs Remove/Previous Step		
Obtain URA Lender Pre-Approval				
LEED For Homes Provider Contact	\$???			
LEED For Homes Project Team	\$???			
Buyer/Developer, URA Contractor, LEED Contact Develop Preliminary Plan/Strategy for Redevelopment Work			Does initial LEED pre approval depend a contingent sales agreement	Potential Move Down/After
LEED For Homes Plan Pre-Pre Approval	\$???	ECA In Philly		
Ink Sales Agreement Between Buyer/Seller	\$50,000->\$75,000	Potential Legal Costs	Contingent 90-days	
Submit Sales Agreement to URA Lender (and they also Target- Area Subsidy Qualifications)				
URA Lender Submits Package to URA				
URA Visits the Property to formally determine "scope and cost of work"		Who is the individual?		
A general contractor is formally selected		Verify that's professional / ethical (having preselected)		
		NOTE/Landmine Investigate		
		Is my pre-approved contact ensured to be on the bid list?		
URA returns approval for project to URA Lender				
Lender orders appraisal, completes underwriting, offers the buyer commitment on First Mortgage				
URA sends commitment letter to Buyer on Second Mortgage				
URA Lender engages Title Insurance Agency				
Loan Closes between Seller, Buyer, and Lender	\$2000->\$5000	Closing Costs		
Realtor Services Reimbursement	\$1,000.00	Optional Costs		
URA Lender place funding for renovation work into an escrow account for the Contractor				
Construction Begins Occurs				
Contractor Obtains Building Permit				
Act 42 Allegheny County Tax Abatement Application Process				
URA Inspects Construction Progress				
LEED Team Inspects Construct Progress				
URA/Bank Approves Work – Approves Occupancy	Increased Value minutes \$36,009 for 3 years			
First Mortgage Payment is due within 3 Months of Closing				
Move Into New Home				
LEED Certification Process	\$1,000.00			