

# Site Evaluation Matrix (SEM) Supporting Documents Checklist

**DO NOT SUBMIT THIS SHEET WITH YOUR SEM PACKET/WAIVER PACKET.** This sheet is meant to serve as a checklist and guide for completing the SEM. Completing the fields below is **optional** and only for your reference. If you elect to complete the field below and use this sheet as a checklist, **please retain it for your records.**

**Property Address:** \_\_\_\_\_

**Date Inspected:** \_\_\_\_\_

**Program Partner:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

*\*Date Inspected should match date provided on Page 2 of the SEM. Date Submitted should match the date of submission on the Waiver Form.*

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## PATH TO ACQUISITION VERIFICATION

Pursuant to BEP Notice 18-110, Recipients must provide a copy of at least one (1) of the following documents listing the Recipient/Program Partner as the owner OR buyer/end-recipient of the property being submitted:

- |  |   |
|--|---|
| <input type="checkbox"/> County Assessor's Card or other County Property Transfer Record | <input type="checkbox"/> Fully executed Settlement Statement (must be signed by Seller AND Buyer) |
| <input type="checkbox"/> Recorded Deed   | <input type="checkbox"/> Fully executed Purchase Agreement (must be signed by Seller AND Buyer)   |
| <input type="checkbox"/> Tax Sale Certificate  | <input type="checkbox"/> Fully executed Option to Purchase (must be signed by Seller AND Buyer)   |
| <input type="checkbox"/> Order for Issuance of Deed                                      | <input type="checkbox"/> Fully executed Donation Agreement (must be signed by Owner of Record)    |

*\*Please note, the County Assessor's Card with Improvement Data is a required document under Block 2: Lead, Mold, Asbestos. If the Assessor's Card already lists the Recipient/Program partner as the owner, no additional Path to Acquisition Documentation is needed.*

## BLOCK 1: HABITABILITY, STRUCTURAL DAMAGE, LOCATION, END USE

### Minimum Document Requirements

- Photos documenting exterior and interior damage of the structure
  - o Exterior photos are required. If the interior is not accessible, provide a copy of the inspection report from the local code enforcement body or a letter from the individual completing the SEM with a description of any known interior damage
- Map showing property and distance from a public facility/community center
- Letter of Intent from the Program Partner, stating their intent to facilitate the End Use
  - o Must be an original, with wet-ink signature

### Optional Documentation to Submit

- Condemnation Order/Demolition Order for structure
  - o Must be for primary residential structure
  - o Orders for accessory structures are not considered in review
- Copies of code violation letters/notices

## BLOCK 2: LEAD, MOLD, ABSESTOS

### Minimum Document Requirements

- Photos documenting the presence of mold inside the structure, if present
- Photos documenting the presence of potential asbestos-containing materials (ACMs), if believed to be present
- The County Assessor's Card with Improvement Data
  - o Staff must have the year of construction information in order to award minimal points under Lead/Asbestos
  - o Any structure built before 1978 is assumed to have lead-based paint and/or ACMs in a portion of the structure

### Optional Documentation to Submit

- Photos documenting the results of a home lead testing kit indicator card/stick in the room(s) that were tested
- Copies of the asbestos inspection report indicating the presence of ACMs
  - o Recipients may test prior to submission/approval of property at their own risk
  - o Testing may only be reimbursed if the property is approved

## Block 3: PUBLIC SAFETY, COMMUNITY PARTNERS

### Optional Documentation to Submit

- Police, Fire, EMS Emergency/Non-Emergency Dispatch Logs showing the number of runs to a particular property
  - o May substitute with letter from a police/fire dept. officer or employee on dept. letterhead
- Copies of code violation letters/notices
- Copies of fines issued to property owner for code violation
- Copies of complaints received by code enforcement body
- Copy of police report indicating the production of methamphetamine or other illegal drugs in primary residential structure
  - o May be substituted with photos documenting the outside of the structure with the police dept. warning that the property cannot be entered due to the production of methamphetamine or another illegal drug