

## HISTORICAL PROPERTY CONTRACT PROGRAM

## PART 2: FINAL APPLICATION PACKAGE CHECK-OFF LIST

Use this check-off list to ensure that all of the following items are included in your final application package.

**DO NOT HOLE PUNCH OR STAPLE ANY OF THE DOCUMENTS; USE PAPER CLIPS.**

- Historical Property Contract**
- ◆ Is/are the full name(s) [*i.e.*, *identified name(s)*, *corporate entity*, *trustee(s)*] and/or name of trust on your recorded Grant Deed] of the owner(s) listed on the first page of the contract? If your property is held by a Trust, LLC or Company name, list the name of the entity on page one. List the **Members**, their **Titles** and the entity **Name** on the signature page of the Contract **AND** include a copy of the incorporation documents that clearly identify the signer as authorized to sign.
  - ◆ Do the names on the first page and the signature page conform to the names on the Notary Acknowledgement Form?
  - ◆ Do **NOT** fill in the date on page one.
  - ◆ Does the legal description of the property on page one match tax records? The description should include the name of the tract(s), block(s), lot(s) and the Assessor's ID Number(s) (AINs).
- Notary Acknowledgement Form (Provided by Notary)**
- ◆ Is the Acknowledgement Form complete? ◆ Is the ink stamp clear and legible?
  - ◆ Do the signatures match the names and capacities of signers? ◆ Is the Notary's commission good through December 2019?
- Rehabilitation/Restoration/Maintenance Plan (Contract Exhibit A)**
- ◆ Use this form to identify the Rehabilitation, Restoration and Maintenance scopes of work that are needed by the property. Identify the contract year in which each item is to be completed (example: 2019, 2020, 2021 etc.). Remember all work should be completed by the tenth year of the Contract. Only work completed within the last year should be identified as Completed, in order to qualify for allowable work under the Contract.
- Maintenance and Rehabilitation Standards and Conditions (Contract Exhibit B)**
- ◆ Print this form as part of the contract.
- Historical Property Tax Adjustment Worksheet**
- ◆ Did you provide back-up documentation (for commercial properties only)?
- Black and White Photographic Documentation**
- ◆ Have you provided both interior and exterior images? (3" x 5" or 4" x 6" **loose bound** --- DO NOT PUT IN SLEEVES OR BINDERS)
  - ◆ Have you included a compact disc/flash drive?
  - ◆ Are the images properly labeled? (See Application Guide, page 21).
  - ◆ Have you included an 8" x 10" photographic image of the facade?
- Site Plan**
- ◆ Does your site plan show all buildings on the property including lot boundary lines, street name(s), north arrow and dimensions? (*See Application Guide Appendices C and D*)
  - ◆ Have you indicated the scale on the site plan (e.g. 1/8" = 1'-0)?
- Tax Bill**
- ◆ Did you include a copy of your most recent tax bill? If the property was recently purchased, mail a copy later.
- Grant Deed**
- ◆ Did you include a copy of the grant deed?
- Application & Contract Execution Fee Payments\*\***
- ◆ Did you include checks payable to the City of Los Angeles? (\*\*The Contract Execution Fee will be collected at a later date, separate from the rest of the Part 2 submission, and must be received by October 16, 2019.)
- Exemption Form, Exemption Fee, & Historic Structure Report**
- ◆ Required for Single-Family properties with an assessed value over \$1,500,000 and Multi-Family/Commercial/Industrial properties with an assessed value over \$3,000,000 unless otherwise exempt. (*See Application Guide, Pages 8-9, 15*)