

MH CONVEYANCE POLICY

PURPOSE: To ensure that the conveyance of title to a MH homebuyer is processed in an expeditious and efficient manner, including coordination between the homebuyer, CDTHA administration, CDTHA finance, and BIA Realty and to project future revenue.

SCOPE: Applies to all MH homebuyers whose houses are paid off in accordance with any of the methods described in the HUD Indian Housing Rules and Regulations.

POLICY:

1.01 General

- A. The process of conveyance of MH homes begins when the debt service is retired, but is completed when all obligations are met, including outstanding debt, admin fee, utility charges, etc.
- B. Once all obligations are met the, Executive Director or his/her designee will cause to have the conveyance documents prepared for consideration by the Board of Commissioners.
- C. The admin fee will continue to be assessed for until the conveyance process is completed.
- D. The conveyance of MH homes will be initiated by CDTHA and in coordination with BIA Realty.
- E. A report of activity pertaining to paid-off MH homes will be submitted semi-annually to the Board of Commissioners.
- F. Complete records/documentation pertaining to the conveyance process will be maintained in each homebuyer file by CDTHA.
- G. The exchange of information between CDTHA, BIA Realty and the homebuyer regarding the conveyance of the unit will be in writing and filed properly.
- H. A Conveyance Eligibility Report shall be provided annually to the Executive Director.
- I. Annually the Executive Director will submit to the Board of Commissioners a report projecting the proceeds from sale anticipated.

1.02 Notification to Realty & Homebuyer

- A. Upon the eligibility for purchase of a unit, the Finance Department will initiate the attached Checklist for Paid-off MH Units.
- B. The Finance Department shall send the initial notification to the homebuyer stating the eligible purchase date, any amounts due or refundable, and homebuyer responsibility for obtaining insurance, water, sewer, garbage and land lease information.
- C. One month prior to conveyance the CDTHA will notify the homebuyer by certified mail of the necessity of obtaining insurance.
- D. A Notice of Eligibility to the participant for conveyance is mailed upon receipt of final payment of **all outstanding obligations.**
- E. The Finance Department shall notify the insurance company and any utility companies of the separation of billings with a 30 day grace period within 30 days of notification.
- F. The Executive Director or his/her designee will research the parcel information and prepare conveyance documents for the Board of Commissioner=s approval within 30 days of the next scheduled regular meeting of the Board of Commissioners.
- D. Upon approval and execution of conveyance documents, the Executive Director or his/her designee

shall prepare correspondence to the homebuyer, CDT Land Services, and BIA Realty with the original conveyance documents.

- E. Copies of all correspondence, conveyance documents, and pay off information will be maintained in a master file and in the homebuyer file for a period of seven years from the date of execution.

1.03 Report to the Board of Commissioners

- A. The Executive Director will submit a semi-annual conveyance report to the Board of Commissioners at the regularly scheduled Board meeting.
- B. Thirty days prior to the end of the fiscal year the Executive Director will prepare a report projecting the estimated proceeds from the sale of MH homes for the upcoming fiscal year.

1.04 Authorization

The Executive Director is authorized to establish and implement procedures to ensure that Board policies regarding conveyance are carried out in an efficient and expeditious manner.