***Instructions:*** *Please complete this summary form to the fullest extent possible and submit to HPD along with the Pillars underwriting template. When submitting, please clarify the current stage of the project; HPD understands that the level of completed due diligence will vary. Please submit as quickly as possible to allow ample time for review in advance of acquisition.*

*Note:**Please only use this form if not accessing the Neighborhood Pillars Down Payment Assistance Fund. To use the Down Payment Assistance Fund, please contact Restored Homes Development, LLC.*

**[COVER PAGE INCLUDING BUILDING PHOTO AND MAP]**

**PURCHASER SUMMARY:**

**Sponsor:** *A description of the sponsor that is pursuing the purchase of the subject building through the Pillars program. Note any involvement of a real estate broker here as well.*

**PROPERTY INFORMATION**

**1. Basic Building Characteristics:**

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  |  |  |
| BBL: |  | Building & Lot SqF: |  |
| Year Built: |  | Residential SqF: |  |
| Units: |  | Commercial SqF: |  |
| Use & Classification: |  | Flood Zone: |  |
| Community Board: |  | Evacuation Zone: |  |
| City Council District: |  | Building & Lot SqF: |  |
| ***Issues of Note*:** |  | | |

**2. Owner Information:**

|  |  |
| --- | --- |
| Owner Information: |  |
| Title Summary: |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| ***Issues of Note*:** |  |

**3. Violations:**

|  |  |
| --- | --- |
| HPD A Violations: |  |
| HPD B Violations: |  |
| HPD C Violations: |  |
| Total HPD Violations: |  |
| DOB Violations: |  |
| ECB Violations: |  |
| ERP Actions: |  |

Housing Quality Enforcement Programs:

***Issues of Note*:**

**4. Surrounding Neighborhood:** *An overview of the surrounding neighborhood detailing local demographics and socioeconomic conditions and any relevant real estate data.*

**BUILDING FINANCIAL POSITION**

**1. Summary of Financial Position:** *A brief analysis/summary of the building’s current financial position, including current property tax obligations..*

**PROPERTY CONDITION**

**1. Property Inspection** **Information:**  *A summary of the inspection of the property highlighting the time, date, attendees and extent of access.*

**2. Property Condition Report Summary (Plus Attached Document):** *An overview of the property condition report completed by a general contractor, architect, or engineer, which includes basic building information, a survey of existing property conditions, recommended repair items in the immediate, short term and long-term time frames with corresponding pricing and a general evaluation of ADA compliance.*

**SCOPE OF WORK**

**1. Estimated Rehabilitation Costs/Scope of Work:** *A summary of recommended repairs identified in the Property Condition Report. Attach or insert proposed scope of work as a table in this document.*

**PRICING REVIEW**

**1. Underwriting *(Attached Document)*** – *An overview of financial information related to the property including income (rent roll) and expenses (operating budget, proposed scope of work). Attach HPD Pillars underwriting template as a separate document.*