

Case File Status Chart (Property Owner)

Property Address: _____

Name: _____ **Social Security Number:** _____

Telephone (Day) _____ **(Evening)** _____

Name: _____ **Social Security Number:** _____

Telephone (Day) _____ **(Evening)** _____

Documentation	Initiated		Completed	
	Initials	Date	Initials	Date
Statement of Voluntary Participation	_____	_____	_____	_____
Affidavit	_____	_____	_____	_____
Appraisal	_____	_____	_____	_____
Title Examination	_____	_____	_____	_____
Hazardous Materials Survey	_____	_____	_____	_____
DOB Determination	_____	_____	_____	_____
Offer Letter	_____	_____	_____	_____
Property Inspection	_____	_____	_____	_____
Boundary Survey	_____	_____	_____	_____
Environmental Survey	_____	_____	_____	_____
Mortgage Balance	_____	_____	_____	_____
Deed	_____	_____	_____	_____
Title Insurance	_____	_____	_____	_____
Closing	_____	_____	_____	_____
Property Secured	_____	_____	_____	_____
Utilities Shutoff	_____	_____	_____	_____
Relocation or Demolition of Structure(s)	_____	_____	_____	_____
Property Inspection	_____	_____	_____	_____