

## Disposition checklist

Contact us at  
[propertyquestions@ura.org](mailto:propertyquestions@ura.org)  
for help

04/15/25

## Initial Application

- ☐ Initial meeting with URA staff
- ☐ Preliminary concept
- ☐ Demonstration of financial and development ability
- ☐ Preliminary sources and uses budget
- ☐ Preliminary financing plan
- ☐ Preliminary expression of input from community and council person
- ☐ Meet with URA MWBE staff, if needed

*If entering exclusive negotiations, MWBE and MWI narratives are required with the application.*

## Proposal and Disposition Contract

- ☐ Complete proposal form
- ☐ Sources and uses budget
- ☐ Preliminary 10 year operating pro forma
- ☐ Proposal drawings with site plans and elevations and description of the level of City Planning review that is required
- ☐ Preliminary evidence of financing
- ☐ Expression of community input and input from council person
- ☐ MWBE and MWI narratives and MWBE cost calculator
- ☐ Good faith deposit and carrying cost payment
- ☐ Qualified buyer check
- ☐ Commercial tenant letter of intent, if applicable

## Execution of Deed

- ☐ 60% working drawings
  - ☐ City planning approvals and all other required entitlements
  - ☐ 100% construction documents
  - ☐ Construction contract
  - ☐ Schedule of values
  - ☐ Bonding
  - ☐ Evidence of financing
  - ☐ Final MWBE plan with full calculator
  - ☐ Land and financial closing
- Post closing*
- ☐ Periodic construction and MWBE spending reports
  - ☐ Construction completed

## Certificate of Completion

- ☐ Technical review and property inspection by URA or authorized inspector
- ☐ Cost certification
- ☐ MWBE proof of compliance and validation