

# Checklist

## Phase 1

Submit OTR A.D.O.P.T. online questionnaire

Initial consultation with OTR A.D.O.P.T.

Conduct walkthrough of building(s)

### Checkpoint:

Proceed?

Yes No

## Phase 2

Enter exclusive “Intent to Adopt” Agreement

Obtain bid estimate of construction costs

Demonstrate proof of funds:  
• Cash equal to 40% of total development costs

OR

• Lender letter of construction loan commitment

### Checkpoint:

Proceed?

Yes No

## Phase 3

Agree to “Rehabilitation Covenant”

Attend closing (Transfer of Property)

## Adoption Completed!

Provide OTR A.D.O.P.T. with quarterly progress reports