



MEMBERS HOUSING PROCESS CHECKLIST

Below are the steps for the following requests:

- 1) Transferring land (Land Assignor to the Land Assignee)
- 2) Requesting a loan through Tribal Credit for a new home build/remodel/new manufactured home. Carol Orozco is the Loan Manager.

Designation of Assignee for Transfer of Land Assignment (LAT)
➤ Member Completes GIS Mapping Request Form for Council review/approval.
➤ When it comes back approved, Dondi will call the member to coordinate and schedule the mapping with Justin Subith, GIS Specialist.
➤ Once overview map is completed by Justin Subith, Dondi will call Land Assignor and Land Assignee to come into the Housing Office to sign/notarize Land Assignment Transfer and the Successor Forms. Dondi will prepare a Resolution for Councils review/approval.
➤ When the Land Assignment Transfer and Successor forms come back approved, Dondi will call the member and request they get a SURVEY done. She will walk you through this process when you are ready.

Ingress/Egress Easement / Utilities Easement Documents (When applicable)
▪ When the Land Assignment Transfer is approved, and if an Easement and/or Utilities Document is required, Dondi will prepare the forms so they can be signed/notarized . Both the Land Assignor and Assignee must sign the forms, but only the Land Assignor's signature must be notarized . Once this is done, the Resolutions will be sent to Council for review/approval.

Residential Lease of Tribally Owned Land (TRL)
✓ If the Land Assignment Transfer is approved, Dondi will prepare and submit a Tribal Residential Lease Resolution for Councils review/approval.
✓ Once that comes back approved, Dondi will call the member to come into the Housing Office, again, to sign/notarize the Tribal Residential Lease.
✓ Dondi will get Chairman's notarized signature and forward approved TRL Resolution to Tribal Ops for TRL Verification with the BIA.

Please call Dondi Silvas in Housing at 951.654-5544 ext. 4145 if you have any other questions.