



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)
<ul style="list-style-type: none"> ▪ 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.