



NIP-18 Lien Release/Subordination Request Form

SCSHFDA, 300-C Outlet Pointe Blvd., Columbia, SC 29210, (803) 896-9001 www.schousing.com

Lead Entity Name: Date:

Partner Name: Contact Person:

E-Mail: Phone Number:

Property Address: Activity Number:

Request Type: Date Construction Expected to Start:

Description of the end use of the property to be redeveloped:

Description of activities undertaken to date to initiate redevelopment of the property:

Will the Partner retain ownership of the property throughout the redevelopment process?

Is Partner requesting approval from NIP Staff to donate the property to another non-profit for redevelopment?

If yes, what is the name of the entity? Non-profit Documentation is attached.

Provide any available documentation of redevelopment readiness:

Financial commitments Site and building plans Permits Photos of construction

Timing of Release - Provide information on the required time frame for the release (if any) being requested by the redevelopment funding source(s). Provide documentation from the funding source.

Provide documentation of all Hardest Hit Funds expended for maintenance of the property:

Amount Disbursed for Maintenance: Invoices Documentation of Payments

Amount Expended:

Balance (amount to be returned):

Maintenance funds disbursed for the property not expended and/or the expenditure of which is not adequately documented must be returned to SCHC prior the release documents being provided. **DO NOT PROVIDE A CHECK AT THIS TIME.** NIP staff will review documentation provided and determine the amount to be repaid, if necessary.

Where the lien release/ subordination documents need to be sent once prepared:

Organization Name: Contact:

Organization Address: E-mail:

City: State: Zip: Phone:

Submit this form to Community Development Staff: communitydevelopment@schousing.com

Type Approved:
 Lien Release
 Subordination
 Ownership transfer and assumption

NIP Staff Approval: _____ Date: _____