

Ralph M. Perrey, Executive Director



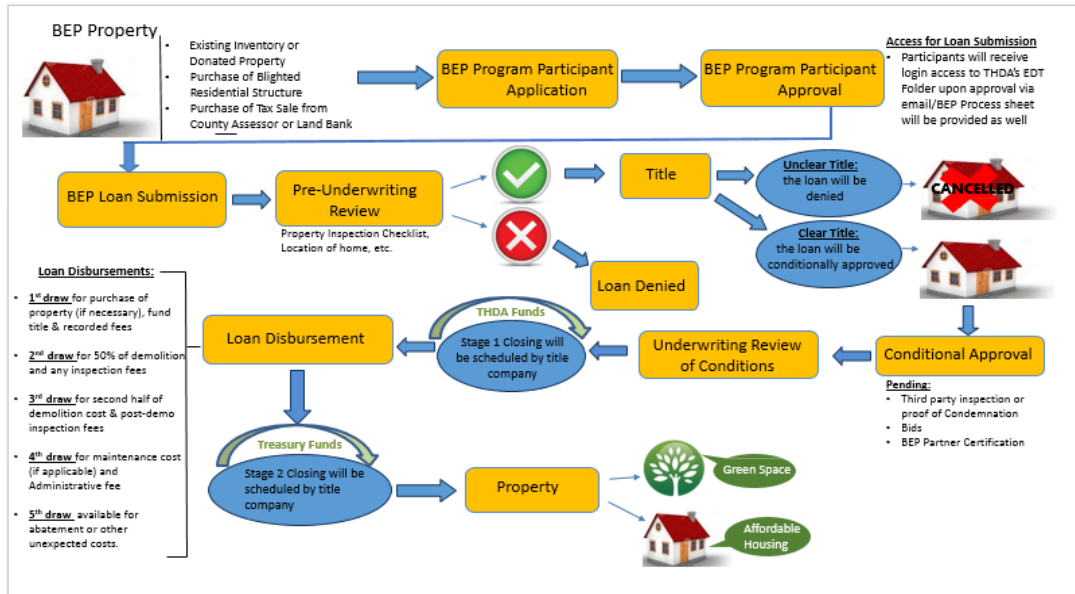
**MEMORANDUM**

DATE: November 30, 2016  
TO: BEP Participants  
FROM: Cynthia Peraza, Director of Special Programs  
SUBJECT: New BEP Flow Chart

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Effective December 1, 2016, the process for the BEP loan reviews will change. The new process will allow THDA staff to review the property’s title before requiring further work from the BEP Participant. This new process was tested on files that were received in the month of November and it proved to be beneficial for all parties involved.

Below is the *new* BEP Flow Chart that illustrates how THDA staff will review and process loans upon arrival.



A larger copy of the flow chart will be available on the THDA website under: <https://thda.org/business-partners/bep>. Please email any questions regarding these changes to [BEP@thda.org](mailto:BEP@thda.org).



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[THDA.org](http://THDA.org) - (615) 815-2200 - Toll Free: 800-228-THDA

THDA is an equal opportunity, equal access, affirmative action employer.



# BEP Property



- Existing Inventory or Donated Property
- Purchase of Blighted Residential Structure
- Purchase of Tax Sale from County Assessor or Land Bank

## Access for Loan Submission

- Participants will receive login access to THDA's EDT Folder upon approval via email/BEP Process sheet will be provided as well

BEP Program Participant Application

BEP Program Participant Approval

BEP Loan Submission

Pre-Underwriting Review

Property Inspection Checklist, Location of home, etc.



Title

Loan Denied

**Unclear Title:**  
the loan will be denied

**Clear Title:**  
the loan will be conditionally approved



## Loan Disbursements:

- **1<sup>st</sup> draw** for purchase of property (if necessary), fund title & recorded fees
- **2<sup>nd</sup> draw** for 50% of demolition and any inspection fees
- **3<sup>rd</sup> draw** for second half of demolition cost & post-demo inspection fees
- **4<sup>th</sup> draw** for maintenance cost (if applicable) and Administrative fee
- **5<sup>th</sup> draw** available for abatement or other unexpected costs.

Loan Disbursement

THDA Funds

Stage 1 Closing will be scheduled by title company

Underwriting Review of Conditions

Conditional Approval

Loan Cancelled

Treasury Funds

Stage 2 Closing will be scheduled by title company

Property

Green Space

Affordable Housing

## Pending:

- Third party inspection or proof of Condemnation
- Two Bids
- And other items requested by Underwriting.