

ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE	TITLE: Residential Leases	SOP NO. 67.2.1-17 DATE:10/15/2002 REVISION DATE:
DIVISION: Division of Land Management	APPROVED BY: <i>Manager/Supervisor</i>	DATE: 7/12/2004
DEPARTMENT: Real Estate Services	APPROVED BY: <i>Director</i>	DATE: 7/12/2004
AUTHOR: Diane Wilson	APPROVED BY: <i>Board Chair/Other</i>	DATE: 9/27/2004
PAGE NO: 92 of 107	REVIEWED BY: <i>HRD</i>	DATE:

1 PURPOSE

2 DEFINITIONS

2.1

3 PROCEDURES

- 3.1 Leasing Specialist receives information data sheet from Loan Officer, Property Manager, or Oneida Housing Authority Satisfaction.
- 3.2 Leasing Specialist verifies tribal membership status of lessee(s).
- 3.3 Leasing Specialist types out lease, requests updated Title Status Report from Land Title and Trust Department, Cultural Assessment from Historic Preservation officer and Environmental documents.
- 3.4 Obtain survey and legal description.
- 3.5 Add to Residential lease list.
- 3.6 Leasing Specialist attends pre-closing to explain lease and ½ fair rental (trust).
*See ½ fare SOP
- 3.7 Leasing Specialist attends closing and leases are signed and paid.
- 3.8 Leasing Specialist submits lease to Land Commission for approval with prepared Resolution.
- 3.9 Leasing Specialist submits approved Lease and Resolution to BIA if trust land.
- 3.10 Leasing Specialist submits returned approved documents to Oneida Register of Deeds for recording.
- 3.11 Leasing Specialist sends finalized copy to Lessee and creates a new residential lease file for file room.

REFERENCES

4 FLOW CHART

5 RECORDS