

# Homeownership Independent Purchase HIP

The HIP Program works in conjunction with the Oneida Nation's HIP Rule and the Land Acquisition through Land Management for Residential Leasing with the Nation SOP which creates the process for an enrolled Oneida tribal member to purchase a home within Reservation boundaries while the Oneida Nation simultaneously purchases the land

The Comprehensive Housing Division-CHD Residential Leasing Specialist is the Nation's primary HIP contact. The HIP process is initiated by an interested buyer who contacts CHD or Bay Bank. Upon inquiry the buyer will be provided the HIP/Residential Leasing application, and the HIP email [oneida\\_hipt@oneidanation.org](mailto:oneida_hipt@oneidanation.org) ([Link](#)) for any communication involved in the process. The applicant will also be directed to obtain a financial pre-approval from Bay Bank.

## **Seller accepts Offer to Purchase-OTP**

1. The Offer To Purchase **must** be the Oneida Nation OTP form.
2. Buyer searches for a home within Reservation Boundaries.
3. The Buyer **MUST** submit the signed OTP to Leasing Specialist @ [oneida\\_hipt@oneidanation.org](mailto:oneida_hipt@oneidanation.org) ([Link](#)) **ASAP** for acceptance by the Nation.

**NOTE: Acceptance occurs when the buyer, the seller, and the Nation have signed one copy of the offer.**

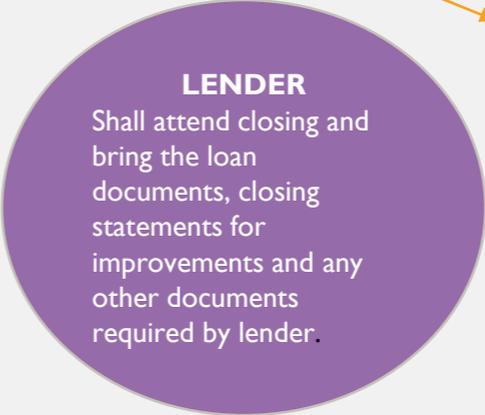
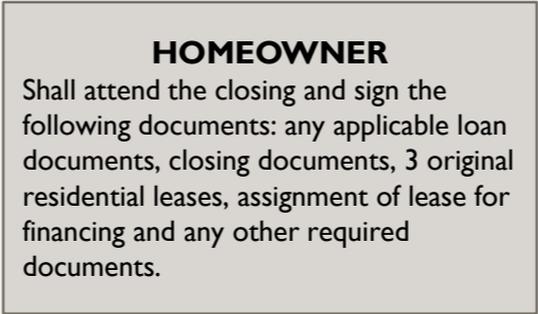
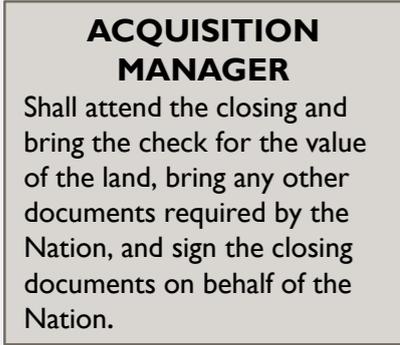
## **LEASING SPECIALIST RECEIVES ACCEPTED OFFER**

All forms submitted are immediately forwarded to Acquisition Manager.

1. Leasing Specialist will immediately forward the **accepted offer, application, and Bank pre approval letter** to the Acquisition Manager.
2. If the **Land History Questionnaire** and the **Real Estate Condition Report** are not submitted with the accepted offer, Buyer is notified that they have **5 business days** from the day of accepted offer to submit all documents.
3. Buyer is then notified that a land survey must be submitted **no later than 20 days prior to closing.**

## **ACQUISITION MANAGER RECEIVES ACCEPTED OFFER**

1. The Acquisition Manager shall perform all checks required under the Acquisition for Residential Leasing Rule to ensure the property is eligible.
2. Acquisition Manager notifies Leasing Specialist if there are defects that make the property ineligible.
3. If property is found to be eligible Acquisition Manager signs OTP on behalf of Oneida Nation and return to Leasing Specialist. **See HIP 1.7-5 if defects are found after Oneida Nation signs OTP.**
4. Leasing Specialist shall forward fully executed OTP to the Buyer and the Lender.
5. Acquisition Manager gets the title and all closing documents.



**POST CLOSING**

