

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 ([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 ([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.

CLOSING DATE

1. The Lender shall notify the Buyer, the Leasing Specialist, and the Acquisition Manager of the date, time, and location of closing.
2. Leasing Specialist shall forward lease information to the CHD Loan officers to complete the Assignment of Lease for Financing and provide to the Lender prior to closing.

ACQUISITION MANAGER
 Shall attend the closing and bring the check for the value of the land, bring any other documents required by the Nation, and sign the closing documents on behalf of the Nation.

LEASING SPECIALIST
 Shall attend the closing and bring the lease documents and the Assignment of Lease for Financing both of which will have appropriate approvals on behalf of the Nation. Leasing will also collect the lease fee and administration fee at closing unless agreed otherwise.

HOMEOWNER
 Shall attend the closing and sign the following documents: any applicable loan documents, closing documents, 3 original residential leases, assignment of lease for financing and any other required documents.

LENDER
 Shall attend closing and bring the loan documents, closing statements for improvements and any other documents required by lender.

Bay Title
 Shall attend closing and bring the closing documents for improvements and land, the deed, and any other required documents.



POST CLOSING

Bay Bank

1. Shall provide Bay Title with the mortgage, assignment of lease for financing, and residential lease
2. Ensures Bay Title records the above documents
3. Ensures original documents are returned and recorded with Oneida Nation

Acquisition Manager

1. Ensures that Bay Title provided final title policy
2. Ensures final policy is filed in Acquisition file
3. Ensures that Bay Title complies with Wisconsin electronic transfer return requirements.
4. Ensures that Bay Title records deed with the county and then
5. Ensures deed is recorded with Oneida Nation

CHD
 Once all original documents have been recorded with both the county and the Oneida Nation they are then returned to Bay Bank