

## RFP Questions for the Housing Assistance Program.

### A. TITLE SEARCH AND EXAMINATION

1. Clarify what counties are designated for this RFP?
  - Harris County and City of Galveston
2. Per the cost matrix furnished, CDM is requesting that we furnish a unit cost for title search and examination. The matrix calls for 75 units for "Title Search and Examination" and 75 units for "Title Insurance". Do these units coincide with each other? If so, the cost of the examination (or commitment) is included in the cost of the Title Insurance premium. Please clarify.
  - Yes, the Exam and Insurance is for the same properties.
3. You call for the Firm to obtain tax certificates. Will you need will you need verification/guaranty of Homeowners Association dues (HOA)?
  - Yes please Provide HOA verification
4. Would you consider modifying the RFP to show tax certificates as a separate line item?
  - No
5. Are any of these properties acreage tracts and described by field notes? If so, please furnish anticipated size of tracts.
  - Buyout/DPA is Not likely to have acreage tracts participating in the program

### C. CLOSINGS

1. Clarify closing documents the firm will be required to prepare?
  - Traditional mortgage documents from standard lending institutions, AND Grant Agreement with HC
2. Who, other than the homeowner will need to be part of the "closing"?
  - Other than traditional closing, Harris County will need to sign
3. Does closing locations mean, "the Firms locations"?
  - Yes, as long as the Firm's Locations are convenient to the Owner
4. Will a closing service be required on properties not requiring title insurance?
  - Yes. The Rehab/Reconst programs require closing services without recording or Title exam or title insurance.
5. Will the firm be required to record documents, if so, what are the required documents and number of pages for each?
  - Yes. Traditional recording requirements for standard lenders.

### D. TITLE INSURANCE

1. What is the anticipated average sales price on all files requiring title insurance?
  - HC Buyout: \$150,000
  - HC Repair: \$120,000
  - HC Reconstruct: \$160,000
2. Due to title insurance premium rates being regulated and set by the Texas Department of Insurance, will reference to a premium rate card be acceptable for the required bid item?
  - YES
3. Will a Lender's (Mortgagee's) policy be required as part of the title insurance process?
  - YES.

## E. ESCROW SERVICES

1. Will escrow agent be requested / required to disburse draw request to contractors from other parties than applicants?
  - Yes. Authorization to Disburse signed by the HC Rep. will be required
2. Will a closing service be needed (not including title insurance) for this process?
  - Yes.
3. Will property tax certificates be required for the 1200 units as described in the Cost of Service matrix?
  - Yes

## F. CONSULTATION

1. Please clarify as to what is expected from the title company as a Consultant.
  - To provide assistance in developing forms , processes and policies as they relate to these types of services
2. Will Consultant be expected to draft legal documents (example: deeds, releases, heirship affidavits, etc...)?
  - NO?
3. Will Consultant be expected to draft grant documents?
  - No. Documents will be provided

### Additional questions:

1. What CDBG projects will this RFP cover?
  - HC Buyout, Down Payment Assistance, Rehabilitation, Reconstruction, Elevation
2. Who are the proposed bidders for this project?
  - Unknown]
3. Will you need assistance in determining the year built for any of the structures (if available)?
  - NO. Year built is accessed through HCAD early in the process