

<b>Core File Requirements</b>	
<b>SCHEME NAME:</b>	Note - if item included, if item is not applicable or comment
<b>Letter from EDFC solicitor confirming clean title</b>	
<b>Confirmation of contractual site possession (with date)</b>	
<b>Evidence that contractor and consultants selection in line with EDFC terms of appointment &amp; procedures</b>	
<b>Where capital subsidy to the scheme from other sources, including public sources, confirmation of the amounts and sources of funding should be retained</b>	
<b>Terms of appointment of consultants</b>	
<b>Copies of the building contract document and final account documentation</b>	
<b>Evidence whole life costs assessed at pre-acquisition stage</b>	
<b>Copies of Housing Quality Indicator assessments</b>	
<b>Evidence that HCA waivers, where applicable, have been agreed for variations for non-compliance with required standards</b>	
<b>Copy of Cabinet approval, and all subsequent re-approvals.</b>	
<b>Completed TPISH (Tender Price Index for Social Housing) return made to BCIS - evidence (email or covering letter) that document sent also kept on file</b>	
<b>An "as built" site plan (not required for street properties)</b>	
<b>List of plot numbers, and corresponding full postal addresses and tenure</b>	
<b>Section 106 Planning Agreement</b>	
<b>Section 106 Agreement – letters or emails from Local Planning Authority confirming that the conditions in the Agreement have been satisfied (copies acceptable)</b>	
<b>Copy of Section 38 Road Adoption Agreement. If not to be adopted note in comment e.g. estate roads to remain private but site abuts adopted road</b>	
<b>Copy of Section 104 Sewer Adoption Agreement. if not to be adopted note in comment e.g. estate sewers to remain private - join adopted main in [x] street.</b>	

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<b>Section 38/ Section 104 – update on expected date of adoption. Enclose letters from appropriate authorities confirming acceptance of works/ start of maintenance period/ adoption. NB If adopted, earlier letters from appropriate authorities are not required.</b>	
<b>If development was in breach of old restrictive covenants on title has any notice of breach been received?</b>	
<b>Copy of Planning Permission (if n/a state why e.g. refurbishment)</b>	
<b>Conditions to planning permission – letters or emails confirming sign off of reserved matters and approval of conditions having been satisfied from Local Planning Authority or explain why sign off not available</b>	
<b>Conservation area consent/listed building consent</b>	
<b>Building Regulation completion certificate</b>	
<b>Confirmation of date of Practical Completion (note is this covered by NHBC certification?)</b>	
<b>Consultant's estimate of final works costs, and where appropriate a separate estimate of the non-works elements, e.g. on costs</b>	
<b>Restrictive Covenant or Defective Title Indemnity Policies</b>	
<b>NHBC/ Zurich/ HAPM documentation. Please note we need final certificates not cover notes. If copies are not available, please obtain confirmation from NHBC/Zurich etc. of policy numbers and that policy is in force.</b>	
<b>Environmental Reports – soil reports, site investigation reports.</b>	
<b>Environmental – final report. Written confirmation from a third party validating that recommendations have been carried out. -NB written confirmation from the local authority that a planning condition to remediate and to validate the remediation will suffice if a validation report is unavailable.</b>	
<b>Build Contract and Consultants Appointments - only required if no NHBC</b>	
<b>Warranty – architect - only required if no NHBC</b>	

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Warranty – main contractor - only required if no NHBC	
Warranty – sub contractor(s) only required if no NHBC	
Deeds of Grant to statutory authorities of rights / easements (e.g. licences/ wayleaves)	
Is the development on a floodplain? If so are there any defences? Any items incorporated into the build? Agreed mediation plan with the Environment Agency?	
Details of rents, including HB eligible service charges	
Any other documentation specifically relating to any interest or restriction on land and /or build	
Confirmation that there are no outstanding matters/disputes with regard to the scheme e.g. boundary disputes, lack of sign off by planning authority.	
Evidence that the 20 Building for Life criteria have been carried out and the scheme achieves the required standard.	
Required sustainability certificates have been achieved and carried out by registered assessor on the basis of the scheme designs as planned and delivered.	
<b>Prepared By</b>	
<b>Name</b> .....	
<b>Signed</b> .....	
<b>Dated</b> .....	
<b>Head of Development (name)</b> .....	
<b>Signed</b> .....	
<b>Dated</b> .....	