

## HP FACT SHEET #7: HISTORIC PROPERTY SEARCHES & SOURCE DOCUMENTATION FOR FHA SINGLE FAMILY PROPERTY DISPOSITION PROGRAM (NON-DEMOLITION)

To demonstrate compliance with the § 5.3.8.6 Historic Preservation requirements of the Performance Work Statement within the Management & Marketing (M&M) contract, for a single family property (1-4 units) that does not involve demolition (as per §5.3.16.1), M&M contractors, directly or through their appraisers, are required to check National Register of Historic Places records to determine if a property is listed on the National Register or is located in a historic district that is listed on the National Register.

As indicated in § 5.3.8.2, the Environmental Compliance Record requires that such historic preservation compliance be documented by using the format in Appendix 18 of Handbook 4310.5. For "Source Documentation" of your "Compliance Finding," provide specific information as to how you made your National Register determinations, and if listed, the name of the property or historic district on the listing: for example, City Office of Planning and Zoning, Joe Smith, 555-123-4567, "Main Street Historic District," National Register nomination.

If it is determined that the property is listed on the National Register, either individually or as part of a district, a deed restriction must be placed on the title *prior to closing*. You must contact your Government Technical Representative (GTR) for proper deed restriction language that meets both HUD requirements and those of the State and local jurisdiction in which the property lies.

You can look up National Register records by checking one of the following sources:

**State Historic Preservation Office (SHPO) files** on National Register of Historic Places listings. Some SHPOs have this information available on line; others do not. If the information cannot be found on line, make an appointment to visit the SHPO or call it and ask for a property search. SHPOs are typically located in the State Capital so it may require some travel. For a listing of all SHPOs, click here:

<http://www.ncshpo.org/stateinfo/fulllist.htm>

**U.S. Department of the Interior/ National Park Service (NPS) files** on National Register of Historic Places listings. The NPS, which is responsible for the National Register, maintains an on-line database at <http://www.nps.gov/history/nr/research/nris.htm>.

However, as the database has limited usability, another option is to contact the National Register archive reference desk at 202-354-1495. It is located in Washington, DC, and is open Monday-Thursday 9:00 am to noon.

**Local sources**, such as a local Planning and Zoning office or local historical society, may also have information on National Register listings.

Be aware that searching National Register files for a specific address (ex. 123 Main Street, Anywhere, USA) may not be the best course of action. National Register properties are typically assigned a proper name, like the "Jane Doe House" or the "Main Street Historic District." Consequently, searching National Register files for a specific address is not considered an adequate or complete search.

### **NEED ADDITIONAL HELP?**

Contact the HUD Office of Housing Environmental Clearance Officer at (202) 402-2275.