

## COMPLETENESS REVIEW:

### LAND DEVELOPMENT APPLICATION CHECKLIST

#### PURCHASE APPLICATION - see page 6 of application

- Is every question in the Application answered? If a question is not applicable, you must fill in "N/A". If any question is not answered or not indicated as "N/A", your submission may be disqualified.
- Is the Purchase Application dated and signed by the applicant? See page 12.
  - Is an individual seeking to purchase the property?
    - If yes, then this individual is the "Applicant" and must be listed in question 3 of the Purchase Application. The application must be signed by this person
  - Is an already existing for-profit or nonprofit entity seeking to purchase the property?
    - If yes, then this entity is the "Applicant" and must be listed in question 3. *The Purchase Application must be signed by an individual with the authority to bind the applicant (e.g., partner, member, officer, etc.).*
    - Questions 5 and 6 must also be completed.
  - Is a yet-to-be-formed, for-profit or nonprofit entity expected to purchase the property?
    - If yes, then the "Applicant" (in question 3 of the Purchase Application) must be an individual who will be an officer, member, partner, or principal of the yet-to-be-formed entity. *The Purchase Application must be signed by this person.*
    - Insert the expected name of the yet-to-be-formed entity in question 3 followed by "To Be Formed".
    - Questions 5 and 6 must also be completed.

#### TAX STATUS CERTIFICATION REQUEST FORM - see page 13

- Is every question in the Tax Status Certification Request Form answered?
- Is the Applicant's form dated and signed on behalf of the Applicant (see page 13) by the same individual that signed the Purchase Application?
- Is a separately completed, signed, and dated Tax Status Certification Request Form included for the following?
  - (i) each Related Entity/Individual indicated in question 6 of the Purchase Application, and
  - (ii) all other individuals and entities indicated in question 7 of the Purchase Application.

With respect to (i) and (ii) above:

  - If an individual, the form must be signed by the individual.
  - If a for-profit or nonprofit entity, the form must be signed by an individual with the authority to bind the entity (e.g., partner, member, officer, etc.).

#### CONFLICT OF INTEREST AND ADDITIONAL DISCLOSURE FORM - see pages 14-16

- Are the Conflict of Interest and Additional Disclosure Forms completed in their entirety?
- Are the Applicant's forms dated and signed on behalf of the applicant (see page 16) by the same person that signed the Purchase Application?
- Are a separately completed, signed, and dated Conflict of Interest and Additional Disclosure Form included for the following:
  - (i) each Related Entity/Individual indicated in question 6 of the Purchase Application, and
  - (ii) all other individuals and entities indicated in question 7 of the Purchase Application.

With respect to (i) and (ii) above:

  - If an individual, the form must be signed by the individual.
  - If a for-profit or nonprofit entity, the form must be signed by an individual with the authority to bind the entity (e.g., partner, member, officer, etc.).

#### CERTIFICATE OF NON-INDEBTEDNESS - see page 17

- Is this certificate dated, signed on behalf of the Applicant by the same individual that signed the Purchase Application? Is it witnessed?
- Is a separately signed and dated Certificate of Non-Indebtedness for all individuals and entities identified in

question 6 of the Purchase Application included?

*If a for-profit or nonprofit entity, the form must be signed by an individual with the authority to bind the entity (e.g., partner, member, officer, etc.).*

#### **CAMPAIGN CONTRIBUTION DISCLOSURE FORMS - see page 18**

- Is a signed and dated Campaign Contribution Disclosure Form included for all of the applicable parties indicated below?
- If the applicant is a business entity, then the Applicant must disclose campaign contributions made by the following **for the two (2) years prior to submission:**
  - Applicant
  - parent, subsidiary, or otherwise affiliated entity of the Applicant (“Affiliate”)
  - an individual or business that is then reimbursed by the Applicant or Affiliate
  - officers, directors, controlling shareholders, members, or partners of the for-profit applicant or for-profit Affiliate
  - political action committee controlled by applicant or Affiliate
  - political action committee controlled by an officer, director, controlling shareholder, member, or partner of the for-profit applicant or for-profit Affiliate
- If the Applicant is an individual, then the Applicant must disclose campaign contributions made by the following **for the two (2) years prior to submission:**
  - Applicant
  - member of Applicant's immediate family (i.e., spouse, life partner, or another), when contributions are in excess of \$3,000 in the aggregate.

#### **ECONOMIC OPPORTUNITY AND INCLUSION = see page 35**

- If applicable, is the MBE/WBE/DBE existing certification and proof of ownership for all individuals, corporations, and joint venture partners with a 10% or more ownership interest included?
- If applicable, is documented information for most recent three projects identifying total development cost, MBE/WBE/DBE contractors and vendors, the percentage of participation of each and the respective dollar amounts awarded to said contractor and/or vendor included?
- If applicable, is evidence of MBE/WBE/DBE existing certification and ownership for the general contractor and subcontractors included?

#### **SOURCES AND USES OF FUNDS (EXCEL SPREADSHEET)- Separate file**

- Is the Sources and Uses of Funds pursuant to the instructions on the spreadsheet completed?

#### **ATTACHMENTS:**

##### **PROOF OF FUNDS**

Acceptable **third-party** documentation of available funds in an amount no less than the purchase price plus development costs in accordance with the requirements below must be submitted. **Availability and source of funds will be confirmed again prior to settlement. Applications submitted for different properties by the applicant or any entity related to the applicant should indicate separate sources of funds. Applications for different properties that intend on utilizing similar funding sources may not have the financial capacity to develop all the properties for which they have applied and may place them at a disadvantage among other applicants.** Acceptable third-party documentation includes the following and must conform to the requirements below.

##### **Line of Credit and/or Loan Financing**

- Is documentation evidencing the line of credit and loan financing (e.g., pre-approval, pre-qualification, or commitment letter) that conforms to all of the following included?
  - Presented on the financial institution’s letterhead
  - Indicates the name of the applicant (or a principal of the applicant if the applicant is an entity or a yet-to-be-formed entity)
  - Indicates the amount of credit and/or loan financing in U.S. dollars
  - Indicates restrictions on the use/access, if any

- Indicates the terms including the term, interest rate, fees, and any contingencies
- Is dated within 30 days prior to submission
- Includes the name, title, signature, and contact info of the authorized individual at the financial institution

**Bank/Financial Account Statements**

- Are bank account statements for the three (3) most recent consecutive months immediately prior to submission to document evidence of equity funding available to the project that conforms to all of the following included?
  - Indicates the name of the bank where the account is held
  - Indicates at least the last four digits of the account number
  - Indicates the name of the applicant (or a principal of the Applicant if the Applicant is yet to be formed)
  - Indicates the dates of the statement period
  - Indicates the period beginning and ending balances

**PLANS**

- Are professionally prepared (not hand-sketched) plans included showing all dimensions for the proposed project sized for paper at least 11 inches by 14 inches including the following:
  - Site Plan (construction footprint(s) relative to the lot(s))
  - Floor Plan (room layout and stories) with elevations
  - Façade Description with description of materials to be used
 Please note that finalized architectural renderings are not required.

**COMPLETED PROJECTS**

- Is a list of past projects included that the applicant or any individuals or entities identified in question 6 of the Purchase Application have developed in the City in the last 36 months including the following information for each project?
  - Address, Type (e.g., Residential, Multi-family, Commercial, etc.), Number of Units, Total Development Cost, Date of Construction Completion, and, if any, public funding awarded.
  - Highlight those projects that are similar in type, scope, and target population to the project being proposed.
- Are pictures of completed projects included?

**ORGANIZATIONAL DOCUMENTS (ONLY IF APPLICANT IS A FOR-PROFIT OR NONPROFIT ENTITY)**

If the applicant entity is already formed, submit the applicable documents below with the Purchase Application. If a yet-to-beformed entity is expected to purchase the property, then the entity must be formed and the applicable documents submitted prior to being considered by the applicable Board of Directors. **The Applicant may be required to provide a signed resolution or other documentation to confirm signing authority.**

- If the Applicant is an existing for-profit or nonprofit entity, are the current organizational documents included? This is not applicable to those identified as "Individual" on the application. Such documents include:
  - Articles of Incorporation, Association, or Organization, including amendments (stamped as accepted by the state)
  - Certificate of Limited Partnership, including amendments (stamped as accepted by the state)
  - LLC Agreement, including amendments (signed)
  - Partnership Agreement, including amendments (signed)
- If the Applicant is an existing nonprofit organization, is a current IRS 501(c)3 Letter of Determination also included?

**SUBMISSION REQUIREMENTS**

- For RFPs* - Are all other materials required by the RFP included?
- For Competitive Sales* - Is one (1) original unbound copy of your submission as well as a flash drive containing all submission materials in PDF format included?
- For Other* - Are all materials required by this Purchase Application included?