



# PROPERTY APPLICATION FOR PUBLICALLY-OWNED PROPERTIES

This property application ("Application") is for individuals, businesses, or organizations that wish to purchase property owned by the Philadelphia Redevelopment Authority ("PRA"). The development or reuse of the Property must be consistent with applicable City plans, including the City's comprehensive plan, Philadelphia 2035, and the sale of the property must be consistent with the City's Land Disposition Policy (PRA encourage Applicants to refer to "Appendix 5: Disposition Policies" of the Philadelphia Land Bank's 2017 Strategic Plan and Performance Report for guiding principles and sales process).

An Applicant must be able to demonstrate financial and operational capacity to carry out the development plans, be in good standing on all municipal obligations, and must not own or have an interest in any property that is subject to any significant un-remediated violation of City codes and ordinances. These requirements will be checked at the following stages: 1) submission of the Application, 2) prior to submission on the PRA Board agenda, and 3) prior to settlement. An incomplete Application will not be processed. Please see Section 10 Application Checklist for all items that must be submitted with the Application.

A letter of support from the District Councilperson will be requested once the PRA has verified the proposed development or reuse is appropriate, the Applicant has demonstrated the ability to proceed with adequate access to capital and is in good standing on all municipal obligations. Once the completed Application receives support from the District Councilperson, the PRA will forward a Redevelopment or Development Agreement (the "Agreement") for the Applicant to review and sign that will govern the sale and redevelopment of the Property. **The Agreement is subject to the approval of the PRA Board of Directors and City Council, which approvals may be given or denied at their sole discretion.**

The Agreement will include, but not be limited to, the following requirements:

- 1) Submission of a deposit – A "good faith" deposit, typically 10% of the purchase price, but shall not be less than \$500. At settlement, the deposit is converted into a "security completion" deposit and is held until the redevelopment project is successfully completed;
- 2) Submission of development plans that will be reviewed and approved by the PRA and the City Planning Commission. These plans should include dimensioned architectural plans, building elevations with materials and key dimensions noted, and a site plan with proposed building footprint(s), street names and parking (if any).
- 3) Economic Opportunity Plan for development projects (except a single family dwelling) that are reasonably anticipated to exceed \$100,000. For applicable projects, the City of Philadelphia established the attainment of Certified M/W/DBE firms—defined as Minority Business Enterprises (MBE), Woman Business Enterprises (WBE), or Disabled Business Enterprises (DBE) – at baseline combined goals of 35%. Applicants are encouraged to seek the highest levels of M/W/DBE attainment that they believe is reasonably feasible.

- 4) Fine Arts Contribution of not less than 1% of the total construction cost budget for all development projects with a construction budget of \$100,000 or more (except residential development involving public subsidies or a single-family dwelling whose construction budget is less than \$1 million); and
- 5) Payment Bond where the estimated construction cost shall exceed \$10,000.

The potential obligations and requirements pursuant to redevelopment agreements will be dependent on the size and nature of the project. These will include, but not be limited to, the following obligations and requirements:

- 1) Parcels are transferred in "AS-IS" condition and without any warranty or representation from PRA
- 2) Speculation is prohibited
- 3) Covenant running with the land re: non-discrimination in right to live in the property and in the sale or lease of the property
- 4) Guaranty of completion within specified time limits, including the forfeiture of title if the project is not completed timely
- 5) Every prime construction contract where the cost exceeds \$10,000 must have:
  - a. a surety bond; or
  - b. irrevocable letter of credit; or
  - c. restrictive or escrow account
- 6) Provision that developer cannot sell, lease, assign or transfer the property without the PRA's consent (prior to issuance of a certificate of completion)
- 7) Adherence to applicable Urban Renewal Plan
- 8) Fine Arts requirements in accordance with The Percent for Art Program dated August 10, 2010, as amended
- 9) Prevailing wage compliance
- 10) Limitations as to mortgages placed upon the property, along with a series of limiting rights that a mortgagee will have upon default by the redeveloper
- 11) Developer responsible for obtaining permits, licenses, etc.
- 12) Insurance requirements and indemnification of PRA and City
- 13) Environmental waivers and environmental indemnification of PRA and City
- 14) MBE/WBE/DBE requirements, including execution of an Economic Opportunity Plan
- 15) Grant of Power of Attorney permitting revestment of property in the event of default, along with other remedies

**PLEASE NOTE: THIS IS BY NO MEANS AN EXHAUSTIVE LIST BUT MERELY PROVIDES AN EXAMPLE OF POTENTIAL REQUIREMENTS AND/OR OBLIGATIONS CONTAINED IN A REDEVELOPMENT/DEVELOPMENT AGREEMENT. FINAL APPROVAL OF YOUR APPLICATION AND REDEVELOPMENT AGREEMENT OR DEVELOPMENT AGREEMENT, AS APPLICABLE, THE SALE PRICE AND THE CONVEYANCE OF ANY PROPERTY IS CONTINGENT ON THE ADOPTION OF AUTHORIZING RESOLUTIONS BY THE PRA BOARD OF DIRECTORS AND PHILADELPHIA CITY COUNCIL, WHICH APPROVALS MAY BE GIVEN OR DENIED AT THEIR SOLE DISCRETION. THE AUTHORITY IS UNDER NO OBLIGATION WHATSOEVER TO APPLICANT AS A RESULT OF THE APPLICATION OR THE ITEMS LISTED ABOVE. THE APPLICATION AND THE ITEMS LISTED ABOVE DO NOT REPRESENT ANY COMMITMENT ON THE PART OF THE PRA TO APPLICANT.**

Please fill out the following application as completely as possible.

**1. Applicant Information**

a. Applicant Name:

Date:

b. Business Name:

EIN (if applicable):

c. List all individuals and entities who have any ownership or controlling interest in Applicant, including principals, general partners, limited partners, managing partners, members, managers, shareholders, and/or nonprofit officers:

d. For all entities and individuals identified in Subsection (c.), above, please identify and list all other business entities in which the parties identified in Subsection (c.), above, own or control an interest:

e. List all property address(es) the entities, individuals, or organizations identified in Subsections (c. and d.) own in the City:

f. Contact Name (if different from applicant):

g. Mailing Address:

h. Email Address:

i. Telephone:

## 2. Planned Use of Property

a. Purchase/Bid Price:

b. Number of Units:

c. Number of Stories:

d. Total Site Square Footage:

e. Total Building Square Footage:

f. Square Footage for Each Unit (by Unit Type)

g. Type:  Residential  Commercial  Mixed Use  Open/Green Space

If other, please describe:

If Residential, will a certain percentage of the units be set-aside for affordable or workforce housing?

Yes  No

If yes, please describe the proportion of units that will be set aside for low-income (below 80% AMI) and/or workforce (80% - 120% AMI) populations?

h. End User:  Owner-Occupied  Tenant  Homebuyer

If other, please describe:

i. Proposed Rental Amount or Sales Price for Each Unit:

j. Proposed Reuse conforms to current zoning:  Yes  No

k. If zoning variances or other public entitlements are required, list and describe:

l. Attach the PDFs of the following documents with the application (preliminary plans will be accepted):

- 1) Development and/or site plans
- 2) Building elevations (with materials and key dimensions) and renderings (if available)

m. List the names and addresses of developers, contractors, architects, and/or other consultants involved in the project:

n. Provide a description of the proposed project that includes information about the design concept (including any detail available on siting, architectural treatment, materials, finishes, urban design, etc.), appropriateness of proposed use for its context, alignment of the project with the local community, and a development timeline.

### **3. Social Impact**

a. Describe the project’s social impact, defined as any positive effects the physical project will have on the community and its residents. How would you quantify and measure those outcomes?

### **4. Economic Opportunity & Inclusion**

a. As noted previously, development projects anticipated to exceed \$100,000 must include an Economic Opportunity Plan. However all Applicants may use the space below to describe their approach to economic inclusion. Information may include the percentage of the total contract that will be made available to M/W/DBA firms (defined on Page 1), whether the Applicant is a certified M/W/DBE, whether the applicant plans to engage diverse workforce, and the Applicant’s track record with economic inclusion in past projects.

## 5. Experience & Competence

a. Provide a description of the Applicant's relevant experience and competence. Please detail their track record on similar projects, qualifications that would make the Applicant suitable for this specific development opportunity, history of the development team's partnership (if applicable), and experience working with PRA and/or other public entities (including projects that received public funding).

b. Have any of the entities, identified in Subsection (1a, c, or d.), been named defendant or party to any litigation such as bankruptcy, foreclosure, arbitration proceedings or have a miscellaneous lawsuit pending?

Yes       No

If yes, please explain.

## 6. Financial Feasibility

- a. Applicant must demonstrate financial wherewithal and development capacity to carry out proposed redevelopment of the property by providing documentation of available and/or committed funds in an amount no less than the purchase price plus total development costs. The amount and source of the funds will be confirmed by the PRA prior to settlement. To provide evidence of financing, attach one or more of the following documents to this application: term sheet, commitment letters from investors or financial institutions, and/or other evidence of financing. PRA reserves the right to request from business Applicants an audited financial statement for the last fiscal year and internal financial statements for the most recent completed quarter.
- b. In the space below, provide a description of the Applicant's financial capacity to carry out this project, describe the project's financial plan, and any information that may support the feasibility of the budget (6c.)



c. Fill out the budget template below.

<b>Sources</b>	<i>Amount</i>	<i>Source</i>	<i>Committed (Y/N)</i>
Senior Debt			
Subordinate Debt			
Developer Equity			
Other Equity			
Other, please describe:			
Other, please describe:			
<b>Total Sources</b>			
<b>Uses</b>	<i>Amount</i>		
<b>Acquisition</b>			
Purchase Price			
Closing Costs (title/recording)			
Other, please describe			
<b>Total Acquisition Costs:</b>			
<b>Construction/Hard Costs</b>			
Construction			
Construction Contingency			
Permits			
Other, please describe:			
Other, please describe:			
<b>Total Hard Costs</b>			
<b>Soft Costs</b>			
Holding Costs			
Architecture & Engineering			
Environmental			
Other Consultants			
Marketing			
Legal			
Financing Costs			
Soft Cost Contingency			
Developer Fee (if applicable)			
Other, please describe:			
Other, please describe:			
<b>Total Soft Costs</b>			

**Total Development Costs:**

**Total Sq. Ft:**

## 7. Application Checklist

The following items must be submitted to the PRA before this Application will be considered for approval:

- Completed and Signed Property Application
- Preliminary Project Plans
- Tax Clearance Form (*businesses or organizations only*)
- Tax Clearance Certification from <https://secure.phila.gov/revenue/TaxCompliance/> (*individuals only*)
- Conflict of Interest Form
- Public Disclosure Form
- Documentation of Financing: term sheets, commitment letters from investors or financial institutions, and/or other evidence of financing

## 8. Acknowledgments

The undersigned, on behalf of the Applicant, acknowledges, understands, and agrees that:

- 1) the Property is sold "AS IS" and the PRA makes no representation or warranty whatsoever expressed or implied, with respect to the quality, content, and condition of the Property offered for sale;
- 2) any approved development project may be under and subject to those programs and requirements attached hereto as **Exhibit B**;
- 3) there is no guarantee that the PRA will convey the Property to the Applicant and the Applicant understands that the PRA has the right, in its sole discretions, to reject the Application;
- 4) s/he has the power and authority to bind the Applicant and purchase the Property; and
- 5) for any Application accepted by the PRA, the Applicant must sign and deliver the Agreement along with the required deposit amount and architectural plans (if required) prior to the PRA's pursuit of PRA Board and City Council approvals to convey the Property.

The undersigned being duly sworn according to law deposes and says, with the intention of being legally bound hereby, that s/he has personally reviewed the information contained herein and that the statements contained in the Application is true and correct to the best of his/her knowledge and belief; that s/he understands that if s/he knowingly makes any false statements or material omissions herein, the Applicant may be barred from purchasing the Property, the Applicant and the Developer may be barred from purchasing any future properties from any of the Public Entities, and the undersigned is subject to such penalties as are now or may in the future be prescribed by Statute, Ordinance, common law or regulations, including the penalty for perjury.

If you do not agree to the above acknowledgements, do not submit the Application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Individual or Company Name

\_\_\_\_\_  
Title (if applicable)

### Return Completed Application to:

The Philadelphia Redevelopment Authority  
Attn: Director of Development  
1234 Market Street, 16th Floor Philadelphia, PA 19107

Please contact us by email with any questions at [propertyinfo@pra.phila.gov](mailto:propertyinfo@pra.phila.gov).

**Notice:** The Philadelphia Redevelopment Authority is subject to the Pennsylvania Right to Know Law. Any information provided in the Property Application may be subject to disclosure to the public.