

# PURCHASE APPLICATION INSTRUCTIONS AND CHECKLIST

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**PLEASE REVIEW ALL MATERIALS FOR COMPLIANCE WITH  
THESE INSTRUCTIONS AND THE ATTACHED CHECKLIST BEFORE SUBMITTING.**

## **QUALIFIED APPLICANT**

Surplus properties may only be conveyed to a “Qualified Applicant” who has submitted a timely and complete application. An applicant is qualified if the following requirements are satisfied.

1. The applicant has no City tax or water delinquencies, or other City delinquencies, or is in a current payment agreement with respect to any such delinquencies.
2. No properties owned by the applicant have outstanding violations under the Philadelphia Code. A violation shall not be considered outstanding if there is an agreement with the City to come into compliance.
3. All other individuals or entities who have, or are reasonably expected to have, a direct ownership, controlling, or managing interest in the applicant must comply with 1 and 2 above (“Related Individual/Entity”).
4. Neither the applicant nor any Related Individual/Entity has a conflict of interest as disclosed on any forms or other documentation provided.
5. Neither the applicant nor any Related Individual/Entity has answered “yes” on question 1, 2, 3, or 4 on the Additional Disclosures Form.

**BEFORE MAKING YOUR SUBMISSION, YOU ARE STRONGLY ENCOURAGED TO DETERMINE IF THE APPLICANT OR IF ANY INDIVIDUALS OR ENTITIES IDENTIFIED IN QUESTION 6 OR 7 OF THE PURCHASE APPLICATION ARE COMPLIANT WITH THE ABOVE REQUIREMENTS.**

**TO CHECK CITY TAX OR WATER DELINQUENCIES OR OTHER CITY DELINQUENCIES: [NEED TO COMPLETE]**

**TO CHECK FOR ANY OUTSTANDING VIOLATIONS UNDER THE PHILADELPHIA CODE: [NEED TO COMPLETE]**

## **OTHER REQUIREMENTS**

All other requirements (whether found in any ordinance, policy, the terms and conditions of the purchase application, or otherwise) must be satisfied including, without limitation, the following:

- All individuals and entities identified in question 6 or 7 of the Purchase Application must comply with all City obligations or be in an agreement to become compliant.
- Compliance with campaign contribution limits (applicable to discounted and nominal pricing transactions)

**COMPLIANCE WITH ALL REQUIREMENTS WILL BE CONFIRMED AT EACH OF THE FOLLOWING TIMES (I) AS PART OF THE EVALUATION OF THE APPLICATION; (II) PRIOR TO SUBMISSION TO THE APPLICABLE BOARD OF DIRECTORS; (III) PRIOR TO SUBMISSION TO PHILADELPHIA CITY COUNCIL; AND (IV) PRIOR TO SETTLEMENT. AN APPLICANT MAY BE WITHHELD FROM ADVANCING AT ANY STAGE IN THE PROCESS IF THE APPLICANT OR ANY INDIVIDUAL OR ENTITY IDENTIFIED IN QUESTION 6 OR 7 OF THE PURCHASE APPLICATION IS NOT COMPLIANT.**

## **SUBMISSION DEADLINE**

**A complete submission package must be received by the stated submission deadline. Submissions will not be accepted after the submission deadline. Please check Philadelphia Housing Development Corporation’s website for any change to the submission deadline.**

## **HOW TO SUBMIT**

- **For Requests for Proposals ("RFP")** – Submissions must be submitted in accordance with the instructions set forth in the RFP and must be received by the submission deadline.
- **For Other Competitive Sales** – Submissions must be addressed to the person indicated in the competitive sale and must be received by the submission deadline. The only acceptable evidence of timely delivery will be (i) a U.S. mail return receipt or a receipt from a nationally recognized delivery service (e.g., FedEx) showing the date of delivery, (ii) a time-stamped receipt from the Philadelphia Housing Development Corporation receptionist if hand delivering a submission; and (iii) an electronic submission date/time stamp. You must include one (1) original unbound copy of your Application as well as a flash drive containing all the submission materials in PDF format to Angel Rodriguez, Senior Vice President of Land Management, Philadelphia Housing Development Corporation, 1234 Market Street, 16th Floor, Philadelphia, PA 19107.

## **CHECKLIST**

Attached to these instructions is a checklist of those items to be submitted as part of your submission. This checklist will assist you with making sure that all required materials and documentation are in the proper form and contain the correct information.

**YOU ARE STRONGLY ENCOURAGED TO UTILIZE THE CHECKLIST WHEN COMPLETING YOUR SUBMISSION. ANY MISSING, ILLEGIBLE, UNSIGNED, UNDATED OR IMPROPERLY COMPLETED ITEMS MAY RESULT IN DISQUALIFICATION.**

## **QUESTIONS**

Unless permitted by the terms of the RFP or other competitive sale, questions will not be permitted. The attached checklist is aimed at providing you with the necessary assistance to properly complete your submission. Applicants will be contacted about the status of their submission at the appropriate time.

## **EVALUATION CRITERIA**

Only submissions by Qualified Applicants will be evaluated for selection based upon the following weighted criteria:

- 30% for economic opportunity and inclusion.
- 15% for public purpose – social impact.
- 20% for development team experience and capacity
- 20% for financial feasibility
- 10% for project design
- 5% for offer price.

**THE PHILADELPHIA LAND BANK ("LAND BANK") AND THE PHILADELPHIA REDEVELOPMENT AUTHORITY ("PRA") MAY SELECT AN APPLICANT BASED UPON THE SELECTION CRITERIA OR IT MAY CHOOSE TO NOT SELECT ANY APPLICANT. NEITHER THE LAND BANK NOR PRA IS OBLIGATED TO DISPOSE OF SURPLUS PROPERTY TO ANY APPLICANT, INCLUDING THE HIGHEST SCORING APPLICANT IN A COMPETITIVE PROCESS.**

## **TERMS AND CONDITIONS**

**THE PURCHASE APPLICATION CONTAINS CERTAIN TERMS AND CONDITIONS. PLEASE READ THE TERMS AND CONDITIONS CAREFULLY. ONLY SIGNED PURCHASE APPLICATIONS WILL BE ACCEPTED. CHANGES TO ANY OF THE TERMS AND CONDITIONS WILL NOT BE ACCEPTED AND WILL RESULT IN DISQUALIFICATION.**

## CHECKLIST

### ☐ PURCHASE APPLICATION

- Is the Purchase Application completed in its entirety? If a question is not applicable, you must indicate "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?
  - Is an individual expected to purchase the property?
    - If yes, then this individual is the "applicant" and must be listed in question 2 of the Purchase Application. The application must be signed by this individual.
  - Is an already existing for-profit or non-profit entity expected to purchase the property?
    - If yes, then this entity is the "Applicant" and must be listed in questions 2 and 4. The Purchase Application must be signed by an individual with the authority to bind the applicant (e.g., partner, member, officer, etc.).
    - Questions 6 and 7 must also be completed.
  - Is a yet to be formed for-profit or non-profit entity expected to purchase the property?
    - If yes, then the "Applicant" (in question 2 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 individual.
    - Insert the expected name of the yet to be formed entity in question 4 followed by "To Be Formed".
    - Questions 6 and 7 must also be completed.

### ☐ TAX STATUS CERTIFICATION REQUEST FORM

- Is the Tax Status Certification Request Form completed in its entirety for the applicant?
- Is the applicant's form dated and signed on behalf of the applicant (at the bottom of the form) by the same individual that signed the Purchase Application?
- Have you included a separately completed, signed, and dated Tax Status Certification Request Form for the following?
  - (i) each Related Entity/Individual indicated in question 6 of the Purchase Application (not applicable to side/rear yards), and
  - (ii) all other individuals and entities indicated in question 7 of the Purchase Application.

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

- If an individual, the form must be signed by the individual.
- If a for-profit or non-profit 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 FORMS (attached to the Tax Status Certification Request Form)

- Are the Conflict of Interest and Additional Disclosure Forms completed in their entirety? Both are attached to the Tax Status Certification Request Form.
- Are the applicant's forms dated and signed on behalf of the applicant (on the last page) by the same individual that signed the Purchase Application?
- Have you included a separately completed, signed, and dated Conflict of Interest and Additional Disclosure Form for the following?
  - (i) each Related Entity/Individual indicated in question 6 of the Purchase Application (not applicable to side/rear yards), and
  - (ii) all other individuals and entities indicated in question 7 of the Purchase Application.

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

- If an individual, the form must be signed by the individual.
- If a for-profit or non-profit 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

- Is this certificate dated, signed on behalf of the Applicant by the same individual that signed the Purchase Application, and witnessed?
- Have you included a separately signed and dated Certificate of Non-Indebtedness for all individuals and entities identified in question 6 of the Purchase Application (not applicable to side/rear yards)?

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

## SOURCES AND USES OF FUNDS (EXCEL SPREADSHEET)

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

## PROOF OF FUNDS

You must submit 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. **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

- Have you included 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?
  - 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

- Have you included 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?
  - Indicates the name of the financial institution 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

- Have you included professionally prepared (not hand-sketched) plans 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

- Have you included a list of past projects 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.
- Have you included pictures of completed projects?

## ORGANIZATIONAL DOCUMENTS (ONLY IF APPLICANT IS A FOR-PROFIT OR NON-PROFIT ENTITY)

If the applicant entity is already formed, submit the applicable documents below with the Purchase Application. If a yet to be formed entity is expected to purchase the property, then the entity must be formed and the applicable documents submitted, prior

to being placed on the Board of Director's agenda. **The Applicant may be required to provide a signed resolution or other documentation to confirm signing authority among other things.**

- If the Applicant is an existing for-profit or non-profit entity, have you included the current organizational documents? 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 non-profit organization, have you also included the following:
  - Current IRS 501(c)3 Letter of Determination

#### **□ ECONOMIC OPPORTUNITY AND INCLUSION**

- If applicable, have you provided 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?
- If applicable, have you provided 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?
- If applicable, have you provided evidence of MBE/WBE/DBE existing certification and ownership for the general contractor and sub-contractors?

#### **□ CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

- Have you submitted a signed and dated Campaign Contribution Disclosure Form for all of the applicable parties and 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 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 individual's immediate family (i.e., spouse, life partner, or dependent child living at home), when contributions are in excess of \$3,000 in the aggregate

#### **□ SUBMISSION REQUIREMENTS**

- For RFPs* - Have you included all other materials required pursuant to the terms of the RFP?
- For Other Competitive Sales* - Have you included one (1) original unbound copy of your submission as well as a flash drive containing all submission materials in PDF format?