

PHILADELPHIA INSTRUCTIONS FOR GENERAL APPLICATION TO LAND BANK PURCHASE PUBLICLY-OWNED PROPERTY

PLEASE REVIEW ALL MATERIALS FOR COMPLIANCE WITH THESE INSTRUCTIONS AND THE ATTACHED CHECKLIST PRIOR TO SUBMITTING.

Please use these instructions when responding to a Request for Proposals or a competitive sale posted by the Philadelphia Land Bank ("Land Bank"). Properties for sale by the City of Philadelphia ("City") *may* be processed through the Philadelphia Land Bank.

The "Applicant" is the individual or entity submitting the General Application to Purchase Publicly-Owned Property ("Application"). If the applicant entity has not yet been formed, follow the instructions on the attached checklist regarding whom to list as the Applicant.

Qualifications

The Applicant, as well as all individuals and entities identified in question 2c or 2d of the Application, must meet each of the following requirements:

1. Does not owe back taxes to the City or is in a current payment agreement;
2. Is current with all other City-related obligations (e.g., payments to PGW/Water) or is in a current payment agreement; and
3. Does not own, or have an interest in, any property that is subject to any significant un-remediated violation of City codes and ordinances.

Applicants must also demonstrate adequate operational and financial capacity to complete the proposed project. The proposed use of the property must be adequately described and must be consistent with applicable City plans including, without limitation, the Philadelphia 2035 comprehensive plan. In addition, all other requirements whether found in any ordinance, policy, or otherwise must be satisfied including, without limitation, compliance with campaign contribution limits (for discounted and nominal pricing transactions), compliance with conflicts of interest requirements, and compliance with the additional disclosures found on the Additional Disclosures Form (included with the Tax Status Certification Request Form).

ALL REQUIREMENTS WILL BE CHECKED AT: 1) SUBMISSION OF THE APPLICATION, 2) PRIOR TO SUBMISSION TO THE VACANT PROPERTY REVIEW COMMITTEE, AND 3) 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 2C OR 2D OF THE APPLICATION IS NOT COMPLIANT WITH ALL APPLICABLE REQUIREMENTS.

Submission Deadline

A completed, signed, and dated Application must be submitted together with all other required materials and documentation (collectively and together with the Application, "Proposal"). **The Proposal must be received by the stated submission deadline. Proposals will not be accepted after the submission deadline. Please check the Land Bank's website for any change to the submission deadline.**

How to Submit

Proposals must be addressed to the Land Bank staff member assigned to the property 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, or (ii) a time-stamped receipt from the Land Bank receptionist if hand delivered.

You must include one (1) original copy of your Proposal, five (5) unbound copies, and (1) electronic copy in PDF format on a USB flash drive to Philadelphia Land Bank, 1234 Market Street, 16th Floor, Philadelphia, PA 19107, Attention: Christi Jackson, Director of Real Estate.

Proposal Checklist

Attached to these instructions is a checklist of those items to be submitted as part of your Proposal. 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 THE APPLICATION AND ASSEMBLING YOUR PROPOSAL. ANY MISSING, ILLEGIBLE, UNSIGNED, OR UNDATED FORMS WILL RESULT IN THE APPLICANT BEING DISQUALIFIED. FORMS THAT ARE NOT PROPERLY COMPLETED MAY ALSO RESULT IN DISQUALIFICATION.

The Land Bank or the City may, in their sole and absolute discretion, require the Applicant to submit, update, and resubmit any or all of the submission materials or other information, at any time, and from time to time, throughout the property disposition process to evidence continued compliance.

Questions

Unless permitted by the terms of a Request for Proposals, Land Bank staff are not permitted to answer any questions regarding completion, submission, or status of your Application or Proposal. The attached checklist is aimed at providing you with the necessary assistance to properly complete the Application and Proposal. Applicants will be contacted about the status of their Application at the appropriate time.

Evaluation Criteria

Each Application for a competitive sale is scored on the criteria listed below. Property will not necessarily be awarded to the highest bidder.

- Offer Price
- Project Budget
- Financial Capacity
- Development Team and Operational Capacity
- Proposed Use
- Development Timeline

Acknowledgements and Disclosures

THE APPLICATION CONTAINS CERTAIN ACKNOWLEDGEMENTS AND DISCLOSURES. PLEASE READ THE ACKNOWLEDGEMENTS AND DISCLOSURES CAREFULLY. ONLY SIGNED APPLICATIONS WILL BE ACCEPTED. IF YOU DO NOT AGREE TO THE ACKNOWLEDGEMENTS AND DISCLOSURES, DO NOT SUBMIT THE APPLICATION. CHANGES TO THE ACKNOWLEDGEMENTS AND DISCLOSURES AND APPLICATIONS THAT CONTAIN CONTINGENCIES WILL NOT BE ACCEPTED AND WILL RESULT IN DISQUALIFICATION.

PROPOSAL CHECKLIST

☐ APPLICATION TO PURCHASE PUBLICLY OWNED PROPERTY

- Is the Application completed in its entirety? If a question is not applicable, you must indicate "N/A". If any question is not answered or not marked "N/A" the Application may be deemed incomplete.

- Is the 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 1 of the Application.

 - 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 1 and 2a of the Application. The Application must be signed by an individual with the authority to bind the Applicant (e.g., partner, member, officer).
 - Questions 2b, 2c, and 2d must also be completed for the existing entity.

 - Is a yet to be formed for-profit or non-profit entity expected to purchase the property?
 - If yes, then the "Applicant" (in question 1 of the Application) must be an individual who will be an officer, member, partner, or principal of the yet to be formed entity. The Application must be signed by this individual.
 - Insert the expected name of the yet to be formed entity in question 2a of the Application followed by "To Be Formed".
 - Questions 2c and 2d must also be completed for the yet to be formed entity.

☐ TAX STATUS CERTIFICATION REQUEST FORM

- Is the Tax Status Certification Request Form completed in its entirety?

- 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 Application?

- Have you included a separately completed, signed, and dated Tax Status Certification Request Form for all individuals and entities identified in question 2c or 2d of the Application? With respect to for-profit and non-profit entities, it must be signed by an individual with the authority to bind the entity (e.g., partner, member, officer).

☐ CONFLICT OF INTEREST AND ADDITIONAL DISCLOSURE FORMS

- 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 Application?

- Have you included separately completed, signed, and dated Conflict of Interest and Additional Disclosure Forms for all individuals and entities identified in question 2c or 2d of the Application? With respect to for-profit and non-profit entities, it must be signed by an individual with the authority to bind the entity (e.g., partner, member, officer).

☐ CERTIFICATE OF NON-INDEBTEDNESS

- Is this certificate dated, signed, and witnessed on behalf of the Applicant by the same individual that signed the Application?

- Have you included a separately signed and dated Certificate of Non-Indebtedness for all individuals and entities identified in question 2c or 2d of the Application? With respect to for-profit and non-profit entities, it must be signed by an individual with the authority to bind the entity (e.g., partner, member, officer).

☐ SOURCES AND USES OF FUNDS EXCEL SHEET

- Have you completed the Sources and Uses of Funds Excel Sheet pursuant to the instructions on the sheet?

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 an 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 yet to be formed)
 - 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 Application 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 Application 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 2c of the Application have developed in the City in the past 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 Public Funding Awarded (if any)
 - Highlight those projects that are similar in type, scope, and target population to the project being proposed.

ACQUISITION OF PUBLICLY-OWNED PROPERTY

- Have you included a list of properties that the Applicant or any individuals or entities identified in question 2c of the Application have acquired from the City or any City-related entity?

DEVELOPMENT TEAM QUALIFICATIONS

- Have you included a description of the relevant experience and qualifications for each member of the development team?
- Have you highlighted past projects worked on by each team member that are similar in type, scope, and target population to the proposed project?
- Have you included the name, phone number, and email address for each team member?

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

If the Applicant entity is already formed, submit the applicable documents below with the 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 (when requested by the Land Bank), prior to being placed on the Vacant Property Review Committee agenda.

The Land Bank may request a signed resolution or other documentation from the Applicant to confirm those individuals authorized to sign on behalf of the Applicant.

- 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

☐ PROPOSAL SUBMISSION

- Have you included one (1) original copy of your Proposal, five (5) unbound copies, and (1) electronic copy in PDF format on a USB flash drive?