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**Developer’s Name:**

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**Application Date:**

**Section 1: Project Summary- provide a brief description of your project in the box below including:**

1. Description of proposed development including neighborhood(s) of lot(s),
2. List addresses of lots being requested (or copy map into Project Summary Folder)
3. Total project costs
4. Proposed financing sources
5. Front elevation(s) and floorplan (s)\*
6. Proposed site plan(s)\*
7. Security arrangements
8. Amenities that you are including
9. How Universal Design Guidelines will be used in your project

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*\*Copy front elevation(s), floor plan(s), proposed site plan(s) and map of addresses (if included) into Project Summary Folder*

**Section 2: Applicant Experience**

1. In the box below, list comparable projects completed within the last 3 years: include addresses, neighborhoods and completion dates. If none have been completed state none completed.

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1. In the box below, list all projects underway and/or pending and if they will impact the project you are proposing. If you have none state that you have no projects are underway/pending.

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1. List staff assigned to the proposed project and their roles and experience:

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*If including resumes for your staff, copy them into the Project Staff Folder*

1. Have you reviewed the conflict of interest form?

[ ]  Yes [ ]  No

*Copy the completed conflict of interest form into the Conflict of Interest Form Folder, if not conflict of interest exists, mark form N/A*

1. Provide individual resumes, licenses, and certifications of assigned developer staff, check box below.

 [ ]  Included [ ]  Not Included

*Copy documents into the Resume, Licenses, and Certifications folder*

1. For multi- family projects include property management qualifications in box below.

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1. Provide last three years financial statements:

 [ ]  Included [ ]  Not Included [ ]  Partial

*Copy financial statements into the Financial Statements folder*

1. For multi-family projects, provide three years audit or reviewed financial statements

 [ ]  Included [ ]  Not Included

*Copy audited or reviewed financial statements into the Audited or Reviewed Financial Statements Folder*

1. For multi-family projects include three years tax returns or 990

 [ ]  Included [ ]  Not Included

*Copy tax returns into the Tax Return folder*

1. Provide certified copies of organizational document of project entities

 [ ]  Included [ ]  Not Included

*Copy organizational documents into the Organizational Documents Folder*

**Section 3: Applicant’s Record of Compliance and Ability to Perform**

1. List real property owned by the applicant that has not been developed within the last three years with an explanation of why in the box below. If none, state none.

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1. List lawsuits or fair housing complains filed against the applicant within the past three years and provide a summary of the nature of the claim. If none, state none.

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1. List all bankruptcies filed and defaults or foreclosures of real property owned by the applicant or events that could lead to a potential bankruptcy, default or foreclosure in the box below. if none, state none.

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1. List ongoing or completed projects which required contract extension/renegotiation of financing including a brief explanation within the past 3 years. If none, state none.

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1. List addresses for lots you have previously purchased from the Land Bank and/or addresses of affordable units developed with City funding and include the source of the funds. If none, state none.

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**Section 4: Market Data**

1. For multi-family projects provide independent third-party market study

*Copy 3rd party market study into Market Study Folder*

1. For multi-family projects provide evidence of demand – applications/waiting lists from other properties, voucher/rental assistance pipelines, or Continuum of Care data for homeless/special needs projects

*Copy documents showing evidence of demand into Market Demand Folder*

**Section 5: Underwriting/Financial Projections**

1. Provide pro-forma for the development of each of the lots you are applying for

1. **For multi-family** (5 plus units), provide project cost, construction period, project sales, cash flow statement or 20-year operating/cash flow projection
2. **For single-family** homes provide construction cost pro-forma

*Copy pro-forma(s) into the Pro-forma Folder*

1. Provide documentation of financing for your project, describe sources of financing below. If no sources of financing are included describe how you are going to fund the project.

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*Copy documentations of financing into the Project Financing Folder*

1. Provide documentation of construction cost

[ ]  Included [ ]  Not Included

*Copy documentation of construction costs to Construction Costs Folder*

1. For multi-family projects Attach Estimates/documentation of professional services and soft costs

[ ]  Included [ ]  Not Included

*Copy documentation of professional services and soft costs to Soft Costs Folder*

**Section 6: Marketing and Leasing**

1. For multi-family projects Describe marketing plan using HUD form 935.2A

[ ]  Included [ ]  Not Included

For single family projects Describe marketing plan using HUD form 935.2B

[ ]  Included [ ]  Not Included

*Copy HUD form into Marketing and Leasing Folder*

1. For multi-family projects describe availability of tenant services and appropriate referral plan (Multi-family)

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*Copy documents describing tenant services and referral plan to the Marketing and Leasing Folder*

For multi-family projects attach copy of lease agreement form consistent with the Texas Property Code 92.253 (Multi-family)

[ ]  Included [ ]  Not Included

*Copy lease documents to the Marketing and Leasing Folder*

**Section7: Bonus**

1. Attach Neighborhood/Community Group Support Letter to get extra points for your application

[ ]  Included [ ]  Not Included

*Copy support documents to the Bonus Folder*