

**PART 1  
BUSINESS APPLICATION**

1. Business/Developer Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Federal Tax ID number: \_\_\_\_\_

2. List individuals having an interest of ten percent (10%) or more in the business.

Name	Title	Description of Interest	Percentage of Interest

3. The business was established on \_\_\_\_\_, \_\_\_\_\_, organized or operating under the laws of the state of \_\_\_\_\_, as:

- \_\_\_\_\_ A corporation  
 \_\_\_\_\_ A limited liability company  
 \_\_\_\_\_ A non-profit or charitable institution or corporation  
 \_\_\_\_\_ A partnership known as \_\_\_\_\_  
 \_\_\_\_\_ A business association or a joint venture known as \_\_\_\_\_

4. Number of years in business: \_\_\_\_\_

5. List the members of the development team and consultants.

Name	Title	Firm	Role

6. The Respondent is a certified as a:

- a. Section 3 organization \_\_\_\_\_  
 b. CERT Certified business (check all that apply) \_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_ SBE

The information contained herein is true and correct to the best of my/our knowledge and belief.

Signature	Title	Date
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The HRA reserves the right to request additional documentation of capacity.

**PART 2  
PROJECT APPLICATION**

**Property Address:** \_\_\_\_\_

**Developer:** \_\_\_\_\_

**Listed Acquisition Price:** \_\_\_\_\_

1. Proposed project description: Building square footage, # of bedrooms and bath, # garage stalls, etc.

2. Will building be owner occupied \_\_\_\_\_ Yes \_\_\_\_\_ No

3. For rental projects: Describe your organization's asset management plan and experience below.

4. How quickly will your company complete construction after the property is sold to you?

18 Months or less                       More than 18 months \_\_\_\_\_  
*(write in expected timeline)*

5. Additional Comments:

The information contained herein is true and correct to the best of my/our knowledge and belief.

_____	_____	_____
Signature	Title	Date

**Attachments**

Budget worksheet, either:

- Homeowner: Sources and Uses
- Rental: Sources and Uses and 15 year cashflow projection

Design drawings, either:

- New construction: Schematic design/floor plan
- Rehabilitation: Description of intended scope of work and 2-3 pictures of existing property condition

**DISCLOSURE AFFIDAVIT**

**1. BUSINESS INFORMATION**

This affidavit must be completed by an authorized person or persons on behalf of the business or non-profit entity (“Business”) submitting the proposal. If the Business is a for-profit, investors, officers, and principal members having an interest of ten percent (10%) or more of the Business must submit individual copies of this affidavit.

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Individual Name \_\_\_\_\_

Title: \_\_\_\_\_

Email Address \_\_\_\_\_

Phone: \_\_\_\_\_

**2. BUSINESS DISCLOSURES**

Check the boxes below regarding each individual and/or Business listed above. For each item listed below answered in the affirmative, please provide a full explanation including, as appropriate, (1) date, (2) charge or claim, (3) place, (4) court and case number, (5) current status of case, and (6) outcome of case. Attach documentation as necessary.

- YES  NO a. Business/Individual is a party in a pending lawsuit.
- YES  NO b. Business /Individual is the subject of a judgment or has a conviction or pending case for criminal or civil fraud or bribery.
- YES  NO c. Business /Individual has a conviction or pending case for arson.
- YES  NO d. Business /Individual has been indicted for or convicted of any felony within the past 10 years.
- YES  NO e. Business /Individual has been a debtor in a bankruptcy proceeding, either voluntary or involuntary, within the past 10 years.
- YES  NO f. Business /Individual has unpaid delinquent taxes, municipal liens, and/or outstanding civil money judgments.
- YES  NO g. Business /Individual has been declared in default of a loan or failed to complete a development project.
- YES  NO h. Is the Business /Individual subject to any defaults, liens, or judgments?
- YES  NO i. Has the Business /Individual failed to complete or currently in violation of a development agreement or other agreement involving the City of Saint Paul or the Housing and Redevelopment Authority of the City of Saint Paul?
- YES  NO j. Has the Business /Individual previously been involved in a lawsuit with the City of Saint Paul or the Housing and Redevelopment Authority of the City of Saint Paul?
- YES  NO k. Does the Business /Individual own property that is currently subject to three or more housing code violations or prompted three or more police calls within the last year?
- YES  NO l. Has the Business /Individual failed to obtain a required permit for work performed in the City of Saint Paul?

**Statement of Non-Collusion**

The Individual signing this affidavit, on his/her own behalf or on the Business’s behalf, as applicable, swears or affirms that:

1. He or she is fully informed respecting the preparation and contents of the subject proposal.
2. The proposal is genuine and is not a collusive or sham offer, nor does the Business/Individual, as applicable, intend to hold said property as a “speculative” investment.
3. The price or prices quoted in this offer are fair and proper and this Business/Individual or any of its officers, partners, agents, representatives, owners, or employees, as applicable, has not in any manner sought to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City, or any person interested in the proposed contract and/or redevelopment.

I swear or affirm, on my own behalf or on the Business’s behalf, as applicable, that the information contained in this Disclosure Affidavit is true and correct to the best of my/our knowledge and belief. I further acknowledge that the statements made in this Disclosure Affidavit are material and will be relied upon by the Housing and Redevelopment Authority of the City of Saint Paul, Minnesota, in determining what action to take on this proposal.

Signature	Title	Date
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STATE OF \_\_\_\_\_ )  
   ) ss.

COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2013, by \_\_\_\_\_, (individually) (on behalf of \_\_\_\_\_).

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Notary Public