Office of Housing and Community Development

OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT
Real Estate Application

Instructions

Please read these instructions carefully to properly complete this form. If you need more space to complete an answer, use a separate sheet(s) of paper. Write your name and property address for which you are applying, at the top of each sheet of paper and indicate the part or number of the item to which the answer refers.

Purpose of Form:

This application is submitted to purchase City of Philadelphia owned land for development, pursuant to the terms and provisions of Chapter 16-400 of the City Code. You must also complete and return the accompanying Conflict of Interest Disclosure.

Filling Requirements:

1. Type or print legibly in black ink.
2. If extra space is needed to complete any item, attach a continuation sheet and indicate the item part or number.
3. Answer all questions fully and accurately.

Where to File?

You must send your application and the Conflict of Interest Disclosure to:

OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT
Real Estate Application Form
1234 Market Street 16th Floor
Philadelphia, PA 19107

Processing Information:

The City of Philadelphia does not own every vacant lot, or building, nor can it convey every property requested. Our staff shall make every effort consistent with your eligibility and applicable criteria to accommodate your request.
You will be notified by mail regarding the status of your application.

Contact Information:

If you have any questions about how to fill in this application, please call us at:
215-209-8612

Office of Housing and Community Development

OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT
Real Estate Application Form
1234 Market Street 16th Floor
Philadelphia, PA 19107

[This application is submitted to purchase City of Philadelphia owned land for development, pursuant to the terms and provisions of Chapter 16-400 of the City Code. You must also complete and return the accompanying Conflict of Interest Disclosure]

Property address you are applying for:

_____

_____

Structure(s)____Proposed use: _____

_____

_____

Lot(s) __Proposed use: ( ) side/rear yard ( ) play area ( ) parking ( ) garden ( ) build ( ) other ( )

Your Name:
Print: _____ Signature_____

Business Name_____

Telephone Number _____ (h _____ (w) _____(c)

Address: (actual) _____Zip Code_____
(P. O. Box) _____

Are your taxes up to date? Yes_____ No_____ If you answered no, you must provide proof of full payment or a current agreement with the City of Philadelphia's Revenue Department before this application can proceed beyond preliminary review.

If you are applying as a business, you must at minimum provide your EIN, and City of Philadelphia Revenue Account Number if applicable, as well as Copies of your corporate documents. If you are applying as a non profit corporation, or charitable group, copies of your corporate documents as well as your 501 c-3 IRS Determination or appropriate IRS Status letter must be submitted with this application/.
EIN # _____ **Social Security #** _____

City of Philadelphia Revenue Account #_____

OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT
Real Estate Application Form: Page 2

Development History

If you are applying as a developer/investor, in the space provided below, briefly list your experience in the field, i.e., number of number of units developed, under management, etc.

_____

_____

_____

_____

Proposed Non – Profit Activity

Describe the proposed activity the site shall be utilized for and indicate source(s) of funding including anticipated and/or confirmed support from the City of Philadelphia if any.

_____

_____

_____

The City of Philadelphia does not own every vacant lot, or building, nor can it convey every property requested. Our staff shall make every effort consistent with your eligibility and applicable criteria to accommodate your request.

You will be notified by mail regarding the status of your application.

OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT (OHCD)
Real Estate Operations
1234 Market Street 16th Floor
Philadelphia, PA 19107

CONFLICT OF INTEREST

All applicants for assistance involving Community Development Block Grant (CDBG) funds are required to comply with Federal regulations prohibiting conflicts of interest. The regulations concern the following groups of people:

A. **Employees, consultants, officers, or elected or appointed officials of the City of Philadelphia; or**
B. **Employees, consultants, or officers of any firm or agency receiving CDBG Funds or participating in the CDBG program.**

Please answer the following questions in order that we may determine if a conflict of interest exists:

1. **Are you now, or have you been during the preceding year, in one of the categories (a or b) described above?**

   Yes _____ **No** _____

2. **Is any member of your family or your spouse's family now, or have they been during the preceding year, in one of the categories (a or b) described above? (family members include spouses, parents, brothers, sisters, or children).**

   Yes _____ **No** _____

3. **Is any person with whom you have a business relationship, or with whom you have had a business relationship during the preceding year in one of the categories (a or b) described above? (a person with whom you have a business relationship includes your employees, partners, shareholders, officers or directors, joint ventures, landlords, lenders, sellers of real estate, major consultants, or major equipment lessors).**

   Yes _____ **No** _____

_____ _____
Signature **Date**

Office of Housing and
Community Development

STATEMENT OF INTEREST

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ _____
HOME **WORK**

Name of Program for which you are applying?

_____

TO BE COMPLETED BY PERSON WHOSE FAMILY MEMBERS OR BUSINESS ASSOCIATES RECEIVE FUNDING FROM CITY OR QUASI-CITY AGENCIES OR DEPARTMENTS.

1. **If a family member is an employee of a City or Quasi-City agency or department, please state the nature of your relationship to that person (i.e, spouse, parent, child, etc.).**

   _____

2. **If a business associate is an employee of a City or quasi-City agency or department, please state the nature of your relationship to that business associate (i.e. business partner, fellow employee, etc.).**

   _____

3. **If a business associate or family member is an employee of a City or quasi-City agency or department, identify the department or responsibilities.**

   _____

4. **Is a family member or business associate a member of any organization or business which receives funding from the Office of Housing, Philadelphia Housing Development Corporation, Redevelopment Authority, Department of Commerce, Philadelphia Industrial Development Corporation, Council for Labor and Industry or Philadelphia Commercial Development Corporation?**

   _____

5. **If the answer to question number 4 above is "yes" briefly describe their duties or title with respect to this organization or business.**

   _____

   _____

Attachment B-1

CERTIFICATION

I do hereby declare that I have filed the foregoing Statement of Interest and do hereby certify that the statements made in the foregoing Statement are true and correct to the best of my knowledge, information and belief. I understand that false statements made herein are subject to the penalties of the Act of December 6, 1972, PLI 1482, No. 334, as Amended, 18 PA. C. A 4904, relating to unsworn falsification to authorities.

DATE:_____ SIGNED: _____

STATEMENT OF INTEREST

NAME OF PROGRAM FOR WHICH YOU ARE APPLYING

_____

NAME: _____

ADDRESS: _____

PHONE NO: DAY TIME:_____ **EVENING:**_____

TO BE COMPLETED BY BUSINESS ORGANIZATIONS WHICH HAVE EMPLOYEES, BOARD MEMBERS OR PRINCIPALS WHO ARE EMPLOYEES AGENTS, ELECTED OFFICIALS OR APPOINTED OFFICIALS OF THE CITY OF PHILADELPHIA OR ITS DELEGATE AGENCIES OR CONSULTANTS TO THE CITY OF PHILADELPHIA OR ITS DELEGATE AGENCIES.

1. **Identify the employees, officers, board members and principals of your business organization who are employees, agents, elected officials or appointed officials of the City of Philadelphia or its delegates agencies or consultants to the City or its delegate agencies. For each person identified, state the department of the City or its delegate agency for which such person's works:**

   a.

   b.

   c.

   d.

2. **For each person identified in question 1 above; briefly describe such person's job duties and responsibilities with respect to the City or its delegate agency.**

   _____

   _____

NOTE: DELEGATE AGENCIES OF THE CITY OF PHILADELPHIA ARE THE PHILADELPHIA COMMERICAL DEVELOPMENT CORPORATION, COUNCIL FOR LABOR AND INDUSTRY. PHILADELPHIA HOUSING DEVELOPMENT CORPORATION AND THE REDEVELOPMENT AUTHORITY OF THE CITY OF PHILADELPHIA.

ATTACHMENT B-3

Office of Housing and
Community Development

STATEMENT OF INTEREST

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ _____
HOME **WORK**

NAME OF PROGRAM FOR WHICH YOU ARE APPLYING:

_____

TO BE COMPLETED BY EMPLOYEES OF CITY AND QUASI-CITY AGENCY OR DEPARTMENT, AND ELECTED OR APPOINTED OFFICIALS:

DEPARTMENT/AGENCY:

1. BRIEFLY DESCRIBE YOUR JOB DUTIES AND RESPONSIBILITIES:

_____

_____

2. Are you a member of an organization that receives funding from the Office of Housing, the Philadelphia Housing Development Corporation, the Redevelopment Authority, the Department of Commerce, or Philadelphia Industrial Development Corporation?

YES _____ **No** _____

3. If the answer to question number 2 above is "yes" briefly described your duties or title with respect to this organization.

_____

_____

4. If you are an elected or appointed official, state the level of government (i.e., City, State or Federal, and your title.)

_____

_____

CERTIFICATION

I do hereby declare that I have not used my position to receive assistance under a CDBG Program. Further, I do hereby declare that I have filed the foregoing Statement of Interest and do hereby certify that the statements made in the foregoing State are true and correct to the best of my knowledge, information and belief. I understand the false statements made herein are subject to the penalties of the Act of December 6, 1972. P.L. 1482, No. 334, as amended. 18 PA. C.S.A. S4984, relating to unsworn falsification to authorities.

SIGNATURE _____