



PROPERTY ACQUISITION PARTNERSHIP

SOCIALLY RESPONSIBLE DEVELOPER APPLICATION

**TROTWOOD COMMUNITY
IMPROVEMENT CORPORATION**

Developers or investors who wish to become a part of the **Trotwood CIC Property Acquisition Program** must complete this application to be formally vetted as a Socially Responsible Developer (SRD). Please note that completed applications should be submitted via email to Chad Downing at cdowning@trotwoodcic.org. Without submitting this application **and** being accepted to the partnership, developers and investors will not have access to the benefits of this program and the many opportunities associated therein.

PLEASE TYPE OR PRINT LEGIBLY

SECTION I: ORGANIZATIONAL REVIEW			
Organization Name			
Street Address	City	State	Zip Code
Contact Person		Contact Phone #	
Federal EIN: _____			
Entity Type: <input type="checkbox"/> Government <input type="checkbox"/> Non-Profit <input type="checkbox"/> Non-Profit 501(c)3 <input type="checkbox"/> For Profit: <input type="checkbox"/> Corp S or C <input type="checkbox"/> LLC			
Contact Email Address		Website	
SECTION II: DISPOSITION METHODS			
A. Specify your organization's primary disposition strategy(ies) for properties acquired through/from the Trotwood Community Improvement Corporation (TCIC). <input type="checkbox"/> Rehab/Resale <input type="checkbox"/> Rehab/Rental <input type="checkbox"/> Lease-Purchase			
B. Answer the questions below:			
1.	How many properties do you have the financial capacity to renovate over a 12-month period?	_____	
2.	How many years have you been in the business of renovating and selling/renting residential properties?	_____	
3.	How many properties have you renovated in each of the past three (3) years?	Yr. 1: _____	Yr. 2: _____
		Yr. 3: _____	
4.	Do you have your own construction team or do you sub-trade the work out?	<input type="checkbox"/> Own Team <input type="checkbox"/> Sub-Trade	

SECTION III: FINANCIAL & ORGANIZATIONAL CAPACITY

Please provide copies of necessary forms and documents to provide information as requested for this application package. Evidence of financial resources and capacity must be submitted in an acceptable format to the Trotwood CIC and, in all cases, will be confidential.

- A. Please provide Proof of Capital to purchase and renovate properties. An acceptable document would be a letter from an institution, bank, lender, etc.
- B. Please explain how your organization plans to finance properties acquired through this program, through completion.

SECTION IV: PURCHASE QUALIFICATIONS

- A. Must not have any code violations on any property he/she/entity owns or a history of code violation(s) on any property previously owned in the last two (2) years.
- B. Must not own any property that has a history of being a site for criminal activity during the last two-year period of the purchaser’s ownership.
- C. Must not have lost title or had foreclosure actions filed against any property purchaser has owned in the last two (2) years.
- D. Must not have been the subject of any bankruptcy proceedings in the last two years.
- E. Must reside in a participating County, or contiguous county, or designate a local agent authorized to accept notice on behalf of the purchaser in non-resident.
- F. Have not been associated with any firm that has failed to perform under this program or similar property purchase program.

SECTION V: ADDITIONAL DOCUMENTATION

Attach a copy of each of the following documents to your application package:

- A. Copy of Articles of Organization, Certificate of Limited Partnership, or Articles of Incorporation with the State of Ohio.
- B. Certificate of Good Standing (within 60 days) with the Secretary of the State of Ohio.
- C. A list of any affiliated entities owned by the applicant.
- D. Provide a list of properties currently owned by this and affiliated entities, specifically Residential properties that are rentals or under renovation to be sold.

SECTION VI: PROGRAM GUIDELINES & EXPECTATIONS

Please read and acknowledge your understanding of the Trotwood CIC program guidelines by signing each item below. Please contact us with any questions regarding this program.

- A. **Wholesaling Properties to Other Investors:** As indicated in the guidelines and in our discussions, wholesaling properties is not permitted. Properties that are purchased through this program would not be eligible to be sold to downstream investors. Because of the special benefits being offered, flipping/wholesaling properties could take advantage of the program created. Developers caught wholesaling properties without consent of the Trotwood Community Improvement Corporation will be reviewed for continued participation as a development partner.

Signature _____
Date

- B. **Rehabilitation Standards:** The Trotwood Community Improvement Corporation expects that homes will be rehabilitated to HQS and/or local building code, whichever is more rigorous. Furthermore, we want to encourage energy efficient building materials and utility systems. Refer to the Trotwood Housing Revitalization Partnership Rehabilitation Standards to become familiar with the specific language regarding this guideline.

Signature _____
Date

- C. **Construction Inspections:** Applicant understands that, as part of this program, Trotwood CIC staff will inspect the property once during the construction process and will perform a final walk-through of the property to ensure program standards are being met.

Signature _____
Date

- D. **Good Standing with County Treasurer:** All applicants must be in good standing with the County Treasurer. This means that all properties owned by the applicant and associated entities or subsidiaries have taxes paid or are on a payment plan agreement with the Treasurer’s office.

Signature _____
Date

SECTION VII: PROPERTY REDEVELOPMENT EXAMPLE

In the section following on the next page, please provide an example of a project to represent your organization’s level of work and investment. Use a recent renovation project for this example. Please provide before and after photos. If you have documents that provide the information requested, we will accept those documents as attachments to this application package.

Please remember to provide before and after photos of the project outlined below.

Address of Subject Property: _____

Brief project explanation: _____

An example Renovation Worksheet is attached to this Application as Exhibit A for your use.

SECTION VIII: AUTHORIZED SIGNATURE

By signing below, you are confirming that all of the above information is satisfied with documents or written narratives, which are attached to this application package being submitted.

Company Name

Printed Name of Authorized Signatory

Title of Authorized Signatory

Signature

Date

Please allow at least **14 business days** for your application to be processed from the date we receive it. All property is sold **AS IS**. This form is a statement of interest only and in no way guarantees that the Montgomery County Land Bank (MCLB) will transfer the selected property(ies).

Please include a copy of your Photo ID with your application.

EXHIBIT A

RENOVATION WORKSHEET EXAMPLE

If you have an internal form that expresses this information, please feel free to attach it rather than reworking the information into this form.

Acquisition Cost \$ _____.

Renovation Work (if none needed, write N/A)

- 1. Foundation / Exterior Walls / Masonry \$ _____.
- 2. Roof / Gutters \$ _____.
- 3. Plumbing / Water Heater \$ _____.
- 4. HVAC / Duct System \$ _____.
- 5. Electrical \$ _____.
- 6. Siding / Exterior Painting \$ _____.
- 7. Insulation \$ _____.
- 8. Kitchen / Major Appliances \$ _____.
- 9. Bathroom(s) \$ _____.
- 10. Interior Walls / Flooring / Ceilings \$ _____.
- 11. Garage / Other Miscellaneous Costs (if any) \$ _____.
- 12. Other _____ \$ _____.

Total Estimated Renovation Costs: \$ _____.

FINAL SALE PRICE: \$ _____.

NET PROFIT: \$ _____.

By signing below, the Developer acknowledges the information above as final for review.

Developer's Signature

Date

Printed Name