

## **OWNER'S APPLICATION**

The owner's application submitted to the Greater Metropolitan Area Housing Authority of Rock Island County ("Authority") must contain the following as a minimum:

### **1. Description of Housing**

A description of the existing housing or the housing to be constructed or rehabilitated including the number of units by size (square footage), bedroom count, bathroom count, sketches of the proposed new construction or renovation, unit plans, listing of amenities and services, and estimated date of completion.

For rehabilitation, the description must describe the property as is, and must also describe the proposed rehabilitation.

For existing housing, the description must describe the existing housing in an as-is condition.

### **2. Building Site**

Must show evidence of site control, and for new construction, identification and description of the proposed site, site plan, and neighborhood.

### **3. Zoning**

Evidence that the existing, new construction, or rehabilitation is permitted by current zoning ordinances or regulations or evidence to indicate that the needed rezoning is likely and will not delay the project.

### **4. Rent and Utilities**

The proposed contract rent per unit, including an indication of which utilities, services, and equipment are included in the rent and which are not included. For those utilities not included in the rent, an estimate of the average monthly cost for each unit type for the first year of occupancy shall be included.

### **5. Relocation**

If relocation is involved, a statement identifying:

- The number of persons (families, individuals, businesses, and nonprofit organizations) occupying the property on the date of the submission of the application.
- The number of persons to be displaced temporarily relocated or moved permanently within the building or complex.
- The estimated cost of relocation payments and services, and sources of funding.
- The organizations that will carry out the relocation activities.

## **6. Ownership**

- a) The identity of the owner and other project principals including names of officers, principal members, shareholders, investors, and other parties having substantial interest.
- b) The qualifications and experience of the principal participants. Information concerning any participant who is not known at the time of the owner's submission must be provided to the Authority as soon as the participant is known.

## **7. Certifications and Disclosures**

- a) Certification showing that the above-mentioned parties are not on the U. S. General Services Administration list of parties excluded from federal procurement and non-procurement programs.
- b) A disclosure of any possible conflict of interest by any of these parties that would be a violation of the Housing Assistance Payment ("HAP") contract.

## **8. Management Plan**

The owner's and/or property manager's plan for managing and maintaining the units.

## **9. Financing**

Evidence of financing or lender interest and the proposed terms of financing.

## **10. HAP Contract Term**

The proposed term of the HAP contract.

Such additional information as may be requested by the Authority.

The owner's application will be reviewed for compliance with all applicable regulatory requirements including 24 CFR 983, Subpart B (sections 983.51 – 983.59). An application found not to be compliant will not receive further consideration.

END