

REQUEST FOR PROPOSAL WORKSHEET

Project Name: _____

Project Website: _____

Project Street Address: _____

City _____ County _____ State _____ Zip _____

Project Phases (New construction only - Conversions may not be phased)

Is Project Legally Phased? Yes _____ No _____

If Yes: # Anticipated Phases _____ # Completed Phases _____

Project Legal Documents

Documents Recorded? Yes _____ No _____

If Yes: Date Recorded _____

Are there affordable housing deed restrictions? Yes _____ No _____

If Yes, provide a separate explanation

Are there leasing restrictions? Yes _____ No _____

If Yes, an amendment or revision may be required

Are there any Live / Work units in the project? Yes _____ No _____

Project Construction Type

Under Construction Start Date _____ Completion Date _____
(Of Initial Phase If Phased)

Conversion Year Originally Built _____
- Current use: Rental _____ Vacant _____ Nonresidential _____

Existing Condominium Year Completed _____

Units Residential _____ Sq. Footage _____

Commercial _____ Sq. Footage _____

(Applicable to mixed use projects only)

Architectural Style Midrise - # Stories _____ Highrise - # Stories _____

Townhouse _____ Garden Style _____

Detached _____

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CONTACT INFORMATION

PARTY REQUESTING PROPOSAL

Contact Person: _____
Company: _____
Street Address: _____
City: _____ State _____ Zip _____
Phone: _____ Cell: _____
Email: _____
Additional Contact: _____
Phone: _____ Cell: _____
Email: _____

LENDER

Contact Person: _____
Company: _____
Street Address: _____
City: _____ State _____ Zip _____
Phone: _____ Cell: _____
Email: _____
Additional Contact: _____
Phone: _____ Cell: _____
Email: _____

ATTORNEY

Contact Person: _____
Company: _____
Street Address: _____
City: _____ State _____ Zip _____
Phone: _____ Cell: _____
Email: _____
Additional Contact: _____
Phone: _____ Cell: _____
Email: _____