



RFP SUBMISSION PACKET

INTRODUCTION

Parties interested in making an offer on an HRHA property for new construction or renovation must complete and submit this form, with all supplemental information. Form should be submitted as directed in the RFP for the property. Submissions must include one original and one copy of the items listed below, bound in a loose leaf notebook and to lay flat when read. Submissions must be received by the deadline listed in the RFP to be considered.

CONTACT INFORMATION

Business Name		Contact Name	
Address	Phone	Fax	
RFP#	Property Address		
Proposed Acquisition Price (in U.S. Currency)			

SUPPLEMENTAL INFORMATION

FINANCIAL CAPACITY - Please provide proof of financial capacity to acquire and develop the subject property. This proof must come from a lending institution and may be in the form of a pre-approval letter, line of credit, account balance or other means of establishing financial capacity.

DEVELOPMENT PLAN - Please provide information that will visually express the plan for development. This may be a detailed scope of work, artist rendering, house plan or other drawing but does not need to be elaborate or costly to produce.

If property includes a structure that will be rehabilitated, please include a work write up for the project or certify that, at a minimum, all items will be brought to building code standards and inspected by the City of Hampton Code Compliance Department.

CERTIFICATION – By signing below I certify that all statements made in this submission are true and made in good faith. I have read and accept all statements made in the RFP for the property I am requesting to purchase. I understand that if my submission is deemed acceptable, it will be ranked by a Review Committee, using the criteria described in the RFP, and, if it is the highest ranked submission, may be recommended to the HRHA Board of Commissioners for final approval of sale.

Print Name of Respondent

Signature

Date