



CITY OF CEDAR RAPIDS

ROOTs Program

Round 4 Builder Application

INSTRUCTIONS: Complete all information requested on this application and include all necessary supporting documentation requested in the application. **Applications are due Wednesday, April 1st at 11:00 A.M.** Applications can be submitted to:

Housing Services
 RE: ROOTs Builder Application
 101 First Street SE
 Cedar Rapids, Iowa 52401

Staff Contacts:

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SECTION 1

BUILDER INFORMATION

Company Name		Business Type	
		For Profit	Non-Profit
Address, City, State Zip			
Main Contact, Title	Phone	E-mail	
Alternate Contact, Title	Phone	E-mail	



SECTION 2**ORGANIZATIONAL EXPERIENCE AND CAPACITY**

In the space below provide a brief history and description of your business, particularly your experience with similar types of housing development. Include experience of the key members of the project team.

How many years has your business been in operation? _____

Approximately how many similar projects does your business complete annually? _____

What is the total gross annual value of your projects? _____

Describe your company's marketing plan for the proposed project and if available attach a list of potential buyers.

Describe and list the members of the project team or partner agencies. Include such participants as architect, general contractor, sub contractors, marketing consultants, etc.

Project Member	Organization	Role

SECTION 3

FINANCIAL CAPACITY

Identify your financial institution for construction financing, and **attach commitment letter from a financial institution** indicating a dollar amount and number of units approved for construction financing.

Lending Institution _____

Address _____

City, State, Zip _____

Contact Person _____

E-mail _____

Phone _____

Approved financing amount _____

of units approved for financing _____

SECTION 4**COMPATIBILITY WITH EXISTING NEIGHBORHOOD**

Describe how the design elements of the project will ensure that the mass and scale of structures are compatible with the existing neighborhood character.

SECTION 5**UNIT SALES PRICE**

# of Units	Floor Plan	BR	Bath	Ft ²	Construction Cost	Developer's Fee	Sales Price	Subsidy (25%)	Sales Price with Subsidy

SECTION 6**PREFERRED DEVELOPMENT SITES**

Identify the addresses in order of highest preference of the preferred properties your company would be interested in building on. Please note that as you list properties of preference you are expressing your willingness to construct a home on these particular sites. Keep in mind that the awarding of lots not currently owned by the City which are participating in the Voluntary Property Acquisition Program is contingent upon the parcel being acquired. Homeowners can rescind their participation in the program at any time.

#	PROPERTY ADDRESS	PROPOSED FLOOR PLAN/MODEL
1		
2		
3		
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SECTION 7**APPLICATION CHECKLIST**

Completed Application

Construction Financing Letter (including financing amount and number of units)

Building Elevations (for each floor plan)

List of potential buyers (as applicable)

Attachment A: Project Costs (for each floor plan)

Attachment B: Green Building Checklist

SECTION 6**ACKNOWLEDGEMENT AND CERTIFICATION**

The undersigned, a duly authorized representative of the Applicant, hereby certifies that the foregoing information is true, correct and complete as of the date hereof and any error, misstatement, or misrepresentation of fact either with or without intention shall constitute sufficient grounds for denial of program participation.

Organization

Authorized Signature

Printed Name, Title

Date