



Portland Housing Bureau

Mayor Ted Wheeler • Director Kurt Creager

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FORM A: Submittal Requirements for Existing Building Proposals

There is no limit on the number of proposals that may be submitted by any one proposer.

Existing Building Acquisition is defined as:

One or more existing buildings completed prior to the release date of this RFI, that contain residential units. Such building(s)/units may or may not require rehabilitation.

This category also includes a group of units within a single building. Such groups must be contained within a legally defined condominium such that PHB may have a fee simple interest in it. All other criteria of this RFI apply.

BASIC DESCRIPTION

1. Property Address

2. Property Size in Square Ft.

3. Total Residential Units

4. Gross Building Area in Square Feet

5. Year Constructed

6. Current Owners

7. Offer Price

8. Offer Price per Unit

9. Zoning as of 01/01/2018

10. Site Plan(s)?

Yes No

10a. If yes, please include attachment(s)

11. Floor Plan(s)?

Yes No

11a. If yes, please include attachment(s)

12. Elevations Yes No

13. Renderings Yes No

12a. If yes, please attach elevations to Submittal

13a. If yes, please attach renderings to Submittal

PROPERTY CHARACTERISTICS

14. Unit Count

15. Total Number of Parking Spaces

Studios

1 Bedroom

2 Bedroom

3 Bedroom

4 Bedroom

16. Indoor Community Space

17. Outdoor Community/ Green Space

Yes No

Yes No

16a. If yes, please include attachments

17a. If yes, please include attachments

18. Opportunity Map Score (see instructions page)

19. Environmental Contamination?

Yes No

20. 100 Year Floodplain?

19a. If yes, please describe environmental contamination

Yes No

21. Geotechnical Assessment?

Yes No

21a. If yes, please describe geotechnical assessment.

22. Easements/ Encumbrances

Yes No

22a. If yes, please describe geotechnical assessment.

TENANT CHARACTERISTICS

23. Please describe the demographics of the tenants residing in the building. (see instructions page)

FINANCIAL CHARACTERISTICS

24. Operating Budget: Please attach Form C if applicable

25. Gross Replacement Reserves (as of last full month of reporting)

26. Gross Operating Reserves (as of last full month of reporting)

UTILITIES AVAILABLE AT OR ON PROPERTY

27. Utilities Available at or on Property

Water	Sewer	Electricity	Gas	Phone/Data	N/A
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27a. Electricity Provider	27b. Phone/ Data Provider	27c. Cable Provider
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28. Due Diligence Completed as of Submittal Date (include date and attachment(s) if applicable).

- 28a. Phase 1 Environmental Site Assessment Phase
- 28b. 2 Environmental Site Assessment Other
- 28c. Environmental Reports
- 28d. ALTA Survey
- 28e. Appraisal
- 28f. Title Report
- 28i. Zoning/ Rezoning Requests
- 28j. Early Assistance Meeting Report
- 28k. Noise Survey
- 28l. Geotechnical Survey and/ or Testing
- 28m. Long-term Capital Needs Assessment
- 28n. Short-term Deferred Maintenance Assesment

Instructions Page

Question 18.

1. Go to Portland Maps: <https://www.portlandmaps.com/>
2. Enter address of the property in search box at top right corner of the page (Click Enter, the Magnifying glass or the address that appears as you type to search for the property).
3. Scroll down to the Permits & Zoning section.
4. Click Zoning & Districts box.
5. Scroll down to Development Areas.
6. The first topic under Development Areas, titled Combined Opportunity Map Score, is the Opportunity score.
7. List this number in the indicated location on the form.

Question 23

Include information such as race, ethnicity, gender and age. This information should be provided in aggregate, not containing specific tenant information.