

Name of Project: _____

Location of Project: _____

Project Area: _____

Agreement OPA/DDA _____

Name of Developer: _____

Agency Contact: _____

**DUE DILIGENCE REQUEST LIST
FOR ALL DEVELOPMENT PROJECTS**

Number	Request	Received (X)	Required (X)	N/A (X)
DEVELOPER/DEVELOPMENT TEAM INFORMATION				
1.	List names of any subsidiaries, corporations, joint ventures, or firms the Developer is affiliated with.			
2.	Provide Developer's most recent audited annual financial statements.			
3.	Provide Business Financial Statements for the prior 3 years.			
4.	Provide Business Federal Income Tax Returns for the prior 3 years.			
5.	Provide a Dun & Bradstreet Business Information Report.			
6.	Schedule of litigation involving the Developer or its properties, whether plaintiff or defendant, and all material claims within the last 10 years.			
7.	Has the developer or the parent corporation or any subsidiary or affiliated corporation of the developer's officers or principal members, shareholders or investors been adjudged bankrupt, either voluntary or involuntary within the past 10 years?			

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8.	Describe the developer's track record for developing projects similar to the proposed Project(s). List of projects in the planning stage or currently underway and any development agreements. Is the Developer in compliance with all agreements related to other projects?			
9.	As applicable, determination letters from the Internal Revenue Service for the Developer stating that the Developer is an organization described in Section 501(c)(3) of the Internal Revenue Code.			
10.	Names and address of three (3) relevant project profiles/references.			
11.	Does Developer have an ownership interest in other Businesses or Firms? List all with percentage of ownership.			
12.	List the names of individuals on Developer's Board. Do any of these individuals have a financial interest in the Project?			
13.	Identify Development Team include: role in the project, firm contact, and ownership of the firm.			
PROJECT DESCRIPTION AND DEVELOPMENT SCHEDULE				
14.	General description of the proposed project. Include gross square feet of proposed development site, proposed development, residential portion, commercial portion, parking, and total number of parking spaces.			
15.	Provide a proposed Development Schedule			
16.	Provide a description of the public improvements anticipated to be provided with the development.			
17.	Agency's 15% Inclusionary Housing requirement: State the number of affordable units to be provided on-site, with the affordability level, and affordability restriction.			

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18.	Identify other public agencies anticipated to be involved in the project.			
PROJECT FINANCING				
19.	Provide a predevelopment/development budget for the project.			
20.	Provide a project Pro-forma including sources and anticipated uses of funds.			
21.	If <u>not</u> included in the Project Pro-forma: What are anticipated total Project costs? Cost of land acquisition? Cost of construction? Is this new construction or rehabilitation?			
22.	Provide a letter from Developer's financial institution outlining the preliminary terms under which it would provide the financing resources necessary for the acquisition, construction, and development of the project.			
23.	Provide any relevant evidence showing the Developer has financial capability to meet equity requirements of the proposed undertaking.			
24.	Provide names and addresses of three (3) bank references.			
25.	Provide a description and analysis of what will be the anticipated Agency financial involvement in project.			
26.	Provide information relating to any private loan to Developer. What is the term of the loan and what basis is the loan to be repaid? What is the security of the loan? Is the loan subordinated?			
27.	Provide an estimate of the anticipated amount of private equity in the project.			

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SITE ACQUISITION/SITE ASSEMBLY				
28.	Provide a copy of a recent appraisal of the property or properties included in the project.			
29.	When did Developer acquire the property? How much did Developer pay (or how much will the Developer pay) to acquire the property? Is the Developer's payment consistent with the appraisal report?			
30.	Provide a copy of purchase and sale agreement(s) for the property.			
31.	Provide a copy of lease agreement(s) for the property.			
32.	Are there any known environmental issues or problems with the property?			
33.	Have any conditions or waivers been included in sales agreements for the property?			
TENANT/LEASEHOLD ACQUISITION				
34.	Are there existing owners, tenants or leaseholders on the property who will require relocation assistance?			
LAND ENTITLEMENT/PLANNING/ENVIRONMENTAL				
35.	Provide all documentation relating to any environmental investigations relating to the real property.			
36.	Provide all documentation relating to any environmental concerns relating to the real property.			
37.	Prepare the appropriate level of environmental documentation for the project. Provide a copy of a recent Phase I or Phase II environmental assessment of the property.			
38.	What is the current status of zoning, building, environmental approvals and status of property for the Project.			

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39.	Is the proposed project in the coastal zone?			
40.	Is it anticipated that the project will require a change in zoning and/or amendment to any relevant documents included but not limited to the community plan, redevelopment plan, etc.?			
AGENCY CONTRACT COMPLIANCE				
41.	Provide evidence of compliance with Equal Opportunity Contracting Program.			
42.	Provide a listing of insurance policies stating type, name, broker, amount of coverage, deductible requirement and expiration.			
43.	Developer will be required to comply with Universal Design Guidelines			
44.	Developer will be required to comply with the Affirmative Marketing Program—Residential Projects			
45.	Provide evidence of compliance with Prevailing Wage/Davis Bacon requirements.			
OTHER INFORMATION AS REQUESTED BY THE AGENCY (LIST ITEMS BELOW)				
46.	Provide all other significant documents with respect to operations of the Developer or the Project.			

10-4-06