



SIDE or REAR YARD PURCHASE APPLICATION INSTRUCTIONS and CHECKLIST

(Solicitud de Compra de Patio Lateral o Trasero)

(Instrucciones y Lista de Verificación)

Please Review All Materials for Compliance with These Instructions and the Checklist Before Submitting.

(Favor de revisar todos los materiales para asegurar que cumplen con estas instrucciones y la lista de verificación antes de enviar su solicitud.)

QUALIFIED APPLICANT (Solicitante Cualificado)

A property may only be conveyed to a “Qualified Applicant” who has submitted a complete application. An Applicant is qualified if the following requirements are satisfied: (Una propiedad solo puede ser transferida a un “Solicitante Cualificado” que haya entregado una solicitud completa. Un solicitante es cualificado si cumple con los siguientes requisitos:)

- 1. The Applicant owns their primary residence, their name is on the deed, and is applying to buy a vacant lot (no building on it) that touches the homeowner’s property on a side or rear lot line. Before proceeding, check on the internet that this lot is available at this [link](#).**
(El solicitante es dueño de su residencia primaria, su nombre está en la escritura, y está solicitando la compra de un solar vacante (sin edificación en el mismo) que colinda con la propiedad del dueño en línea lateral o trasera. Antes de proceder, verifique en el internet que este solar está disponible en el [enlace](#).)
- 2. The Applicant has no City tax, water or other delinquencies. The Applicant may be in a current payment agreement to resolve such delinquencies.**
(El solicitante no tiene ninguna morosidad en el pago de impuestos de la ciudad, agua u otros. El solicitante puede tener un acuerdo de pago al corriente para resolver tales morosidades.)
- 3. No property(ies) owned by the Applicant have outstanding code violations. A violation is not considered outstanding if there is an agreement with the City to come into compliance.**
(Ninguna propiedad(es) de la(s) que el solicitante sea dueño puede(n) tener violaciones del código. Una violación no se considera sin resolver si hay un acuerdo con la ciudad para estar en cumplimiento.)
- 4. The Applicant does not have a conflict of interest as disclosed on any forms or other documentation provided.**
(El solicitante no tiene un conflicto de interés según revelado en cualquier formulario u otra documentación provista.)
- 5. The Applicant has not answered “yes” on question 1, 2, 3, or 4 on the Additional Disclosures form (page 9).**
(El solicitante no ha contestado “sí” en las preguntas 1,2,3, o 4 en el formulario de Revelaciones Adicionales (página 9))
- 6. All entities identified in question 7 of this Purchase Application are in compliance with all City obligations or are in an agreement to become compliant.**
(Todas las entidades identificadas en la pregunta 7 de esta Solicitud de Compra están en conformidad con todas sus obligaciones con la ciudad o tienen un acuerdo para estar en conformidad.)
- 7. The Applicant and all entities identified in Question 7 are compliant with campaign contribution limits (applicable to discounted and nominal pricing transactions).**
(El solicitante y todas las entidades identificadas en la pregunta 7 cumplen con los límites de contribuciones políticas (aplicables a transacciones con precios de descuento y nominales.)

Compliance with requirements will be confirmed four times: (Cumplimiento con los requisitos será confirmado cuatro veces:)

- i) As part of the application evaluation (Como parte de la evaluación de las solicitud)
- ii) prior to consideration by the applicable Board of Directors; (previo a consideración por la Junta de Directores aplicable)
- iii) prior to consideration by Philadelphia City Council; and (previo a consideración por el Ayuntamiento Municipal de Filadelfia; y)
- iv) prior to settlement. (previo al cierre de la transacción.)

The application review may be stopped at any stage in the process if the Applicant or any entity identified in question 7 of the purchase application is not compliant. (La revisión de la solicitud podría ser detenida en cualquier etapa en el proceso si el solicitante o cualquier entidad identificada en la pregunta 7 de la solicitud de compra no está en cumplimiento.)

BEFORE SUBMITTING YOUR APPLICATION, YOU ARE STRONGLY ENCOURAGED TO CONFIRM THAT YOU AND ANY ENTITIES IDENTIFIED IN QUESTION 7 ON PAGE 4 OF THE PURCHASE APPLICATION ARE COMPLIANT WITH THE ABOVE REQUIREMENTS.

(Antes de presentar su solicitud, se le insta enfáticamente a confirmar que usted y cualquier entidades identificadas en la pregunta 7 en la página 4 de la Solicitud de Compra cumplen con los requisitos anteriores.)

TO CHECK CITY TAX OR WATER DELINQUENCIES OR OTHER CITY DELINQUENCIES:

(Para verificar morosidad de impuestos municipales, agua, u otras morosidades:)

<https://www.phila.gov/services/payments-assistance-taxes/get-tax-clearance/>

TO CHECK FOR ANY OUTSTANDING VIOLATIONS UNDER THE PHILADELPHIA CODE:

(Para verificar violaciones sin resolver bajo el código de Filadelfia:)

<https://li.phila.gov/Land Bankov/>

CHECKLIST -(Lista de Verificación)

This checklist will assist you with making sure that all required materials and documentation are in the proper form and contain the correct information.

(Esta lista le ayudará a asegurar que todos los materiales requeridos y documentación estén en la forma debida y contengan la información correcta.)

YOU ARE STRONGLY ENCOURAGED TO USE THE CHECKLIST WHEN COMPLETING YOUR SUBMISSION.

(Se le insta enfáticamente a usar la lista de verificación al completar su solicitud.)

TERMS and CONDITIONS -(Términos y Condiciones)

This purchase application contains certain terms and conditions. Changes to any of the terms and conditions will not be accepted and will result in disqualification. Please read them carefully on the Land Bank website (only available in English).

CHECKLIST

(Lista de Verificación)

PURCHASE APPLICATION: see page 4

(Solicitud de Compra: vea la página 4)

☐ **Did you answer every question in this Application? If a question is not applicable, you must indicate “N/A.”**

(¿Contestó todas las preguntas en esta solicitud? Si alguna pregunta no es aplicable, debe indicarlo con un “N/A.”)

☐ **Did you date and sign the Application? Only a signed Application will be accepted.**

(¿Le puso la fecha y firmó la solicitud? Solo se aceptaran solicitudes firmadas.)

TAX STATUS CERTIFICATION REQUEST FORM: see page 7

(Formulario de Solicitud de Verificación de Estado Tributario: vea la página 7)

☐ **Did you answer every question in the Tax Status Certification Request Form?**

(¿Contestó todas las preguntas en el Formulario de Solicitud de Verificación de Estado Tributario?)

☐ **Is the Tax Status Certification Request Form dated and signed (at the bottom of the form) by the same individual that signed the Purchase Application on page 6?**

(¿Está firmado y fechado (en la parte de abajo del formulario) el Formulario de Solicitud de Verificación de Estado Tributario por la misma persona que firmó la Solicitud de Compra en la página 6?)

CONFLICT OF INTEREST AND ADDITIONAL DISCLOSURE FORM: see pages 8-10

(Conflicto de Interés y Formulario de Revelaciones Adicionales: vea las páginas 8-10)

☐ **Did you answer every question on the Conflict of Interest and Additional Disclosure Form?**

(¿Contestó todas las preguntas en el Formulario de Conflicto de Interés y Revelaciones Adicionales?)

☐ **Is the Conflict of Interest and Additional Disclosure Form dated and signed (see page 10) by the same individual that signed the Purchase Application on page 5?**

(¿Está firmado y fechado el Formulario de Conflicto de Interés y Revelaciones Adicionales (vea la página 10) por la misma persona que firmó la Solicitud de Compra en la página 5?)

CERTIFICATE OF NON-INDEBTEDNESS: see page 11

(Certificado de estar libre de deuda: vea la página 11)

- ☐ **Is this certificate dated and signed by the same individual that signed the Purchase Application on page 5, and witnessed?**
(¿Está fechado y firmado este certificado por la misma persona que firmó la Solicitud de Compra en la página 5, y atestiguado?)

CAMPAIGN CONTRIBUTION DISCLOSURE FORM: see page 12

(Formulario de Revelación de Contribuciones a Campañas Políticas: vea la página 12)

- ☐ **Did you submit a signed and dated Campaign Contribution Disclosure Form?**
(¿Presentó un Formulario de Revelación de Contribuciones a Campañas Políticas firmado y fechado?)

ADDITIONAL INFORMATION REQUIRED

(Información adicional requerida)

PROOF OF FUNDS (Prueba de Fondos)

You must submit a bank statement showing available funds in an amount no less than the purchase price plus cost to complete your improvements in accordance with the requirements below. Availability and source of funds will be confirmed again prior to settlement.

(Usted tiene que presentar un estado de cuenta bancario demostrando fondos disponibles en una cantidad no menor del precio de compra más el costo de completar sus mejoras de acuerdo con los requisitos adelante. La disponibilidad y fuente de los fondos serán confirmados nuevamente antes del cierre.)

Bank/Financial Account Statements (Estados de Cuenta Financieros/Bancarios)

- ☐ **Did you include bank account statements for the most recent month immediately prior to submission that conforms to all of the following?**
(¿Incluyo usted estados de cuenta bancarios del mes más reciente inmediatamente previo a la solicitud que cumplen con todos los siguientes?)
- ☐ **Indicates the name of the financial institution where the account is held**
(Indica el nombre de la institución financiera donde tiene la cuenta)
- ☐ **Indicates at least the last four digits of the account number**
(Indica por lo menos los últimos cuatro dígitos del número de la cuenta)
- ☐ **Indicates the name of the Applicant**
(Indica el nombre del solicitante)
- ☐ **Indicates the dates of the statement period**
(Indica las fechas que incluye el estado de cuenta)
- ☐ **Indicates the period beginning and ending balances**
(Indica el saldo al comienzo y conclusión del periodo)

PLANS (Planes)

- ☐ **Did you include a detailed, hand drawn sketch of how you intend to improve the property?**
(¿Incluyó un boceto detallado, dibujado a mano, de como usted tiene la intención de mejorar la propiedad?)

HOW TO SUBMIT (Como entregar)

Online Submission: <https://phillylandbank.org/side-or-rear-yard-submission/>

(Enviar en línea)

Or (O)

To mail (“return receipt requested” strongly recommended) or to hand deliver the completed application go to:

(Para enviar la solicitud llena por correo (se recomienda enfáticamente con “acuse de recibo”) o para entregar personalmente vaya a:)

Land Bank
Side or Rear Yard Application
1234 Market St., 16th Floor, Philadelphia, PA 19107 Attn: Angel B. Rodriguez

PURCHASE APPLICATION FORM for SIDE or REAR YARD

(Formulario de Solicitud de Compra de Patio Lateral o Trasero)

PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM

(Favor de leer todas las instrucciones antes de llenar este formulario)

- **On this Purchase Application Form you may apply for only one property.**
(En este Formulario de Solicitud de Compra solo puede solicitar para una propiedad.)
- **This application is part of the required submission materials.**
(Esta solicitud es parte de los materiales que es requerido entregar.)
- **Do not leave any questions blank. If a question is not applicable, indicate it as "N/A".**
(No deje ninguna pregunta en blanco. Si una pregunta no aplica, favor de indicarlo con un "N/A".)

1. Address of the property you wish to buy: (Dirección de la propiedad que desea comprar:)

2. Your Name (Applicant): (Su nombre (Solicitante):)

3. Address of Your Primary Residence: (Dirección de su residencia principal:)

4. Do you own your primary residence?:

(¿Es dueño de su residencia primaria?:)

Yes (Sí)

No (No)

AND/Y

Is your name on the deed of your primary residence?

(¿Está su nombre en la escritura de su residencia principal?:)

Yes (Sí)

No (No)

5. Email Address: (Correo electrónico:)

6. Phone Number: (Núm. de Teléfono:)

7. Do you have any ownership interest in any properties located in Philadelphia or any ownership, controlling, or managing interest in any business entity that owns property located in Philadelphia.

(¿Tiene usted derecho de propiedad en cualquier propiedad ubicada en Filadelfia, o cualquier titularidad, control, o interés gerencial en cualquier entidad comercial que sea dueña de propiedad ubicada en Filadelfia?)

Yes (Sí)

No (No)

If YES list the property(ies) and/or entity(ies) below. Include the property address and zip code, owner/entity name, and, as applicable, the owner's federal employer identification number or social security number.

(Si contestó Sí, liste la(s) propiedad(es) y/o entidad(es) adelante. Incluya la dirección, zona postal, dueño/nombre de la entidad y, según sea aplicable, el número de identificación federal del dueño o número de seguro social.)

8. Have you or any individual or entity listed in question 7 either (i) been involved in a bankruptcy in the past five (5) years or (ii) been a party in any lawsuit or other legal proceeding involving any federal, state, or city political subdivision or related entity including, without limitation, the City of Philadelphia, the Philadelphia Housing Development Corp. the PhiladelphiaLand Bank, the Philadelphia Redevelopment Authority, or the Philadelphia Land Bank?

(¿Usted o cualquier persona o entidad listada en la pregunta 7 han estado (i) involucrados en una quiebra en los últimos cinco (5) años o (ii) han sido parte de una demanda u otro proceso legal que involucre cualquier subdivisión política federal, estatal, o de la ciudad o entidades relacionadas incluyendo, sin limitaciones, la ciudad de Filadelfia, la Corporación del Desarrollo de la Vivienda de Filadelfia (Land Bank), la Autoridad del Redesarrollo de Filadelfia, o el Banco de Terrenos de Filadelfia?)

Yes (Sí)

No (No)

If YES, explain below: (Si contestó Sí, explique adelante:)

9. Briefly describe the proposed improvements for the Property and estimate the cost to complete the improvements.

(Describe brevemente las mejoras propuestas para la propiedad y estime el costo de completar las mejoras.)

10. Have you or any individual or entity listed in question 7 previously acquired property from the City of Philadelphia, PHDC the Philadelphia Land Bank, or the Philadelphia Redevelopment Authority?

(¿Usted o cualquier persona o entidad listadas en la pregunta 7 han adquirido previamente propiedad de la ciudad de Filadelfia, PHDC, el Banco de Terrenos de Filadelfia, o la Autoridad del Redesarrollo de Filadelfia?)

Yes (Sí)

No (No)

If YES, list the properties below. Include address and owner.

(Sí) (No) (Si contestó Sí, liste las propiedades adelante. Incluya la dirección y el dueño.)

11. Have you or any individual or entity listed in question 7 ever defaulted on, or failed to complete construction on, a contract or agreement involving the acquisition or development of property from the City of Philadelphia, PHDC, the Philadelphia Land Bank, or the Philadelphia Redevelopment Authority?

(¿Usted o cualquier persona o entidad listadas en la pregunta 7 han incumplido en, o fallado en completar una construcción en, un contrato o acuerdo que involucre la adquisición o desarrollo de propiedad de la ciudad de Filadelfia, PHDC, el Banco de Terrenos de Filadelfia, o la Autoridad del Redesarrollo de Filadelfia?)

Yes (Sí)

No (No)

If YES, explain below: (Si contestó Sí, explique adelante:)

12. Do you have any pending applications to acquire property from the City of Philadelphia, PHDC, the Philadelphia Land Bank, or the Philadelphia Redevelopment Authority?

(¿Tiene usted cualquier solicitud pendiente para adquirir propiedad de la ciudad de Filadelfia, PHDC, el Banco de Terrenos de Filadelfia, o la Autoridad del Redesarrollo de Filadelfia?)

Yes (Sí)

No (No)

If YES, explain below: (Si contestó Sí, explique adelante:)

I have read and agree to the Terms and Conditions. I understand that changes to any of the terms or conditions will not be accepted and will result in the Applicant being disqualified.

(He leído y estoy de acuerdo con los Términos y Condiciones. Entiendo que no se aceptarán cambios a cualquiera de los términos y condiciones y que resultarán en la disqualificación del solicitante.)

Signature (Only a signed Purchase Application will be accepted.)

(Firma (Solo se aceptaran Solicitudes de Compra firmadas.)

Date

(Fecha)

Name

(Nombre)

Title (if applicable)

(Titulo (si aplica)

This section to be completed by staff ONLY (Esta sección será completada por personal SOLAMENTE)

Address: _____

Date Received: _____

PHILADELPHIA TAX STATUS CERTIFICATION REQUEST

CITY OF PHILADELPHIA DEPARTMENT OF REVENUE

STAFF USE ONLY: PHA PHDC PIDC PPA PRA PLB OTHER _____

Taxpayer Name:

Date:

Home Address:

Business Address:

Business Phone #:

1. Are you a Registered Taxpayer?

☐ YES

☐ NO

If so, provide your Philadelphia Tax Account Number here:

If so, provide your Social Security Number here:

2. Is taxpayer presently delinquent in any City of Philadelphia or Philadelphia School District taxes?

☐ YES

NO

If so, what tax and amount owed: \$ _____

3. Is taxpayer presently delinquent in Water and Sewer charges?

☐ YES

NO

If so, amount owed: \$ _____

4. Has taxpayer ever been sued by the City of Philadelphia or the Philadelphia School District?

☐ YES

☐ NO

Has taxpayer declared bankruptcy?

☐ YES

☐ NO

If so, list date and nature of lawsuit or filing date of bankruptcy petition: _____

5. Is taxpayer involved in any other business activity?

☐ YES

☐ NO

If so, list company name(s) and account number(s) here: _____

I hereby affirm that the information provided above is true and correct to the best of my knowledge, information and belief; said affirmation being made subject to the penalties prescribed by 18 Pa. C.S.A. Sec. 4904 relating to unsworn falsification to authorities.

Name: (Please Print) _____

Title: _____

Signature: _____

Date: _____

CONFLICT OF INTEREST

All applicants are required to comply with federal, state and local regulations prohibiting conflicts of interest. The regulations concern the following groups of people:

- A. Employees, consultants, officers, or elected or appointed officials of the City of Philadelphia, the Philadelphia Housing Development Corp., the Philadelphia Land Bank, or the Philadelphia Redevelopment Authority.
- B. Employees, consultants, or officers of any organization or business receiving federal, state or local funds or participating in a government housing program (including, but not limited to, the Philadelphia Housing Development Corporation, Philadelphia Industrial Development Corporation and city-funded nonprofit housing entities).

1. Are you now, or have you been during the preceding one year, in one of the categories (A or B) described above?

☐ YES

☐ NO

2. Is any member of your family or your spouse's family now, or have they been during the preceding one year in one of the categories (A or B) described above?
(Family members include spouses, parents, brothers, sisters, or children).

☐ YES

☐ NO

If yes, please state the nature of your relationship and briefly describe your family member's duties or title with respect to the organization or business.

3. Is any person with whom you have a business relationship, or with whom you have had a business relationship during the preceding **one** year, in one of the categories (A or B) described above?
(A person with whom you have a business relationship includes your employees, partners, shareholders, officers or directors).

☐ YES

☐ NO

If yes, please state the nature of your relationship and briefly describe that person's duties or title with respect to the organization or business.

CONFLICT OF INTEREST

4. Does or will any person in one of the categories (A or B) described above have any interest in any contract for materials or services related to the project or property for which you are applying?

☐ YES

☐ NO

Briefly describe the nature of that person's interest in the contract for materials or services.

ADDITIONAL DISCLOSURES

1. Do you own any property that is subject to any unresolved violation of City codes and ordinances?

☐ YES

☐ NO

2. As a property owner, have you been involved in Philadelphia tax foreclosure proceeding in the last five years?

☐ YES

☐ NO

3. Have you or any member of your development team been convicted of any felony within the past five years?

☐ YES

☐ NO

4. Are you listed as an owner of record on the Philadelphia District Attorney's list of land that has been confiscated due to criminal activity?

☐ YES

☐ NO

5. Have you, your business or your business' principals been a developer, stockholder, officer, director, trustee, or partner (LLC) in any other development projects with the City of Philadelphia, the Philadelphia Housing Development Corp., the Philadelphia Land Bank or the Philadelphia Redevelopment Authority?

☐ YES

☐ NO

If yes, provide the following information:

Project Name	Date	City Agency	Agency Role
1.			
2.			
3.			
4.			
5.			

Please include any additional projects on a separate sheet.

CERTIFICATION

I do hereby declare that I have filed the foregoing Statement of Interest and do hereby certify that the statements made in the foregoing Statement are true and correct to the best of my knowledge, information, and belief. I understand that false statements made herein are subject to the penalties of the Act of December 6, 1972, PLI 1482, No. 334, as amended, 18 PA. C. A 4904, relating to unsworn falsification to authorities.

Signature _____

Print/Type Name _____

Date _____

NOTICE: ANY AND ALL INFORMATION SUBMITTED MAY BE SUBJECT TO DISCLOSURE TO THE PUBLIC UNDER THE PENNSYLVANIA RIGHT TO KNOW LAW AND MAY ALSO BE REQUIRED TO BE DISCLOSED BY APPLICABLE LAW, SUBPOENA, OR COURT ORDER.

INTERNAL USE ONLY

Check for outstanding License & Inspection violations:

No outstanding violations.

Outstanding violations: _____

CERTIFICATE OF NON-INDEBTEDNESS

The Applicant identified in Question 2 of this Application hereby certifies and represents that he/she is not currently indebted to the City of Philadelphia (“City”) for or on account of any delinquent taxes (including, but not limited to, taxes collected by City on behalf of the School District of Philadelphia), liens, judgments, fees or other debts for which no written agreement of payment plan satisfactory to the City has been established.

Name of Applicant (must match Question 2)

Signature of Applicant

Name of Witness

Signature of Witness

Date

Disclosure Forms for Side or Rear Yard Application

Directions:

1. Please read the following information regarding the completion of these disclosure forms. **Please review the definitions on page 14 prior to completing any form.**
2. **Date and initial** the top of each form after you have completed it and **sign the form on the last page.**
3. If you have used a consultant with respect to applying to purchase this property you will have to fill out a campaign contribution disclosure form for them as well.

Getting Started

You must provide information for each disclosure form. The information you must disclose includes:

1. Any contributions (defined as a provision of money, in-kind assistance, discounts, forbearance or any other valuable thing) made during the two years prior to the application submission date
2. The name of any consultant(s) you used to help you purchase this property and any campaign contributions they have made;
3. Whether a City or PHDC employee or official asked you to give money, services, or any other thing of value to any individual or entity.

Disclosing Campaign Contributions

Applicants for financial assistance must disclose any contributions they made to:

- A candidate for nomination or election to any public office in the Commonwealth of Pennsylvania
- An incumbent in any public office in the Commonwealth of Pennsylvania
- A political committee or state party in the Commonwealth of Pennsylvania
- A group, committee, or association organized in support of any candidate, office holder, political committee or state party in the Commonwealth of Pennsylvania

The types of contributions that must be disclosed include:

- Any advance or deposit of money, gift, or any other valuable thing given to a candidate or political committee for the purpose of influencing any election in the Commonwealth of Pennsylvania
- The purchase of tickets for events such as dinners, luncheons, rallies and all other fundraising events
- Granting of rebates or discounts not available to the general public or rebates by television and radio stations and newspapers not extended on an equal basis to all candidates
- Any payments made on behalf of the candidate not made by either the candidate or their committee

Attribution Rules. In addition to disclosing contributions made directly by the Applicant, the Applicant will be asked to supply information on other types of contributions. The campaign contribution disclosure forms will include questions that specifically ask for information on these other types of contributions. These contributions will be attributed to the Applicant and will be used to determine the Applicant's eligibility to receive financial assistance.

Applicants have to disclose contributions made by the following:

- Applicant
- Member of Applicant's immediate family (i.e. spouse, life partner, or minor dependent child living at home), when contributions are in excess of \$3,000.

In addition to direct contributions to candidates, incumbents, or political committees in the Commonwealth of Pennsylvania, Applicants are also required to disclose:

1. Contributions not directly given to a candidate, incumbent, or political committee but made with the intent that the contribution will benefit the candidate, incumbent, or political committee;
2. Solicitation of contributions on behalf of a candidate, incumbent, or political committee, including the hosting of or solicitation at fundraising events (required to disclose details regarding the date of event and amount raised); and
3. Contributions not made directly by the Applicant to a candidate, incumbent, or political committee but furnished by the Applicant (as an "intermediary")

Definitions

Affiliate	A parent, subsidiary, or otherwise affiliated entity of a business
Applicant	An individual or business who has filed an application to be awarded a non- competitively bid contract or financial assistance (such as purchase of a side or rear yard).
Business	A corporation, limited liability company, partnership, association, joint venture or any other legal entity (including non-profit organizations) other than an Individual
Candidate	Any individual who seeks nomination or election to public office, other than a judge of elections or inspector of elections, whether or not such individual is nominated or elected. An individual shall be deemed to be seeking nomination or election to such office if he or she has (1) received a contribution or made an expenditure or has given his consent for any other person or committee to receive a contribution or make an expenditure, for the purpose of influencing his or her nomination or election to such office, whether or not the individual has made known the specific office for which he or she will seek nomination or election at the time the contribution is received or the expenditure is made; or (2) taken the action necessary under the laws of the Commonwealth of Pennsylvania to qualify himself or herself for nomination or election to such office.
Consultant	A person used by an Applicant to assist in obtaining the financial assistance through direct or indirect communication by such individual or business with any City, Land Bank or the organization providing financial assistance or any City officer or employee or officer or employee of the organization providing financial assistance, if the communication is undertaken by such individual or business in exchange for, or with the understanding of receiving, payment from the Applicant; provided, however, that "Consultant" shall not include a full-time employee of the Applicant.
Contributions	The provision of money, in-kind assistance, discounts, forbearance or any other valuable thing, during the two years prior to the deadline for the filing of the application for the contract opportunity or financial assistance, to any of the following: <ul style="list-style-type: none"> – a candidate for nomination or election to any public office in the Commonwealth of Pennsylvania; – an incumbent in any public office in the Commonwealth; – a political committee or state party in the Commonwealth; or – a group, committee or association organized in support of any candidate, office holder, political committee or state party in the Commonwealth.
Financial Assistance	Any grant, loan, tax incentive, bond financing subsidy for land purchase or otherwise, or other form of assistance that is realized by or provided to a person in the amount of fifty thousand dollars (\$50,000) or more through the authority or approval of the City, including, but not limited to, Tax Increment Financing (TIF) aid, industrial development bonds, use of the power of eminent domain, Community Development Block Grant (CDBG) aid or loans, airport revenue bonds, and Enterprise Zone or similar economic development zone designations (such as Keystone Opportunity Zones, Keystone Opportunity Expansion Zones, Keystone Opportunity Improvement Zones, and Economic Development District Zones), but not including any assistance to which a person is entitled under a law enacted before the individual or business applied for or requested such assistance.
Immediate family	A spouse or life partner residing in the individual's household or minor dependent children
Incumbent	An individual who holds elective office

Intermediary	A person, who, other than in the regular course of business as a postal, delivery or messenger service, delivers a contribution from another individual or business to the recipient of such contribution
Person	An individual, corporation, limited liability company, partnership, association, joint venture, or any other legal entity
Political committee	Any committee, club, association or other group of persons which receives money or makes expenditures for purposes of influencing any election
Solicit a Contribution	Requesting or suggesting that a person make a contribution. The sponsoring or hosting of a fundraising event is considered soliciting a contribution from the attendees of the event. Any contributions raised at such event are counted as a contribution made by the host of the event.

Date: _____

Initials: _____

If Applying as an Individual:
Campaign Contribution Disclosure Form

Please read through the directions and definitions before filling out this disclosure section to make sure that each question is answered appropriately and thoroughly. Note that you must provide information for the two years prior to the application submission deadline.

	Yes	No
Have you made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>
Have you solicited or served as an intermediary for any contributions?	<input type="checkbox"/>	<input type="checkbox"/>
Has a member of your immediate family made any contributions over and above \$3,000?	<input type="checkbox"/>	<input type="checkbox"/>
Has a member of your immediate family solicited or served as an intermediary for contributions over and above \$3,000?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Check here to certify that no contributions were made.</i>	<input type="checkbox"/>	

Additional information on every contribution must be disclosed.
Please use the table provided on the next page.

Date: _____

Initials: _____

If Applying as an Individual:
Campaign Contribution Disclosure Form

For relationship, please indicate whether the contributor was the Individual or Family Member.

Name of Contributor	Relationship (to individual or business completing this form)	Name of Recipient	Date of Contribution	Amount of Contribution

Please use additional pages as needed.

Date: _____

Initials: _____

Use of Consultant Disclosure Form

Please list all consultant(s) used in the year prior to the application deadline and the corresponding information for that consultant in the space provided below.

Please note that a Consultant, for the purposes of the required disclosures, is defined as an individual or business used by an Applicant to assist in obtaining financial assistance through direct or indirect communication by such individual or business with any City, PHDC the organization providing financial assistance, any City officer/employee, or any officer/employee of the organization providing financial assistance, if the communication is undertaken in exchange for, or with the understanding of receiving, payment from the Applicant or any other individual or business (however, "Consultant" shall not include a full-time employee of the Applicant:

Check here to certify that no consultant(s) was used in the one year prior to the application submission deadline.	<input type="checkbox"/>
Consultant Name	
Address 1	
Address 2	
City, State, Zip	
Phone	
Amount Paid or to be Paid	
Consultant Name	
Address 1	
Address 2	
City, State, Zip	
Phone	
Amount Paid or to be Paid	
Consultant Name	
Address 1	
Address 2	
City, State, Zip	
Phone	
Amount Paid or to be Paid	
Consultant Name	
Address 1	
Address 2	
City, State, Zip	
Phone	
Amount Paid or to be Paid	

Date: _____

Initials: _____

Consultant: Individual Campaign Contribution Disclosure Form

Use this form if the Consultant used is an Individual. Please read through the directions and definitions before filling out this disclosure form to make sure that each question is answered appropriately and thoroughly. Note that you must provide information for the two years prior to the application submission deadline.

	Yes	No
Has the Consultant made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Consultant solicited or served as an intermediary for any contributions?	<input type="checkbox"/>	<input type="checkbox"/>
Has a member of the Consultant's immediate family made any contributions over and above \$3,000?	<input type="checkbox"/>	<input type="checkbox"/>
Has a member of the Consultant's immediate family solicited or served as an intermediary for contributions over and above \$3,000?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Check here to certify that no contributions were made.</i>	<input type="checkbox"/>	

Additional information on every contribution must be disclosed.
Please use the table provided on the next page.

Employee Request Form

Please list any City or PHDC employees or officers or employees/officers of the organization providing financial assistance who have asked you (the Applicant), or any person representing you to give money, services, or any other thing of value (other than contributions as defined above) during the two years prior to the application submission deadline.

Check here to certify that no City or PHDC employees/officers or employees/officers of the organization providing financial assistance have asked you (the Applicant), or any person representing you to give money, services, or any other thing of value (other than contributions as defined above) during the two years prior to the application submission deadline.	<input style="width: 40px; height: 20px;" type="checkbox"/>
Name of Employee/Officer	
Title	
Money Services, or Thing of Value Requested	
Money, Services, or Thing of Value Given (If none, write "none")	
Date Requested	
Date of Payment	
Name of Employee/Officer	
Title	
Money Services, or Thing of Value Requested	
Money, Services, or Thing of Value Given (If none, write "none")	
Date Requested	
Date of Payment	
Name of Employee/Officer	
Title	
Money Services, or Thing of Value Requested	
Money, Services, or Thing of Value Given (If none, write "none")	
Date Requested	
Date of Payment	

Employee Participation Advice Disclosure Form

Please list any City or PHDC employees or officers employees/officers of the organization providing financial assistance who gave you (the Applicant), or any person representing you advice that a particular individual or business could be used by the Applicant to satisfy any goals established in the contract or financial assistance agreement for the participation of minority, women, disabled, or disadvantaged business enterprises during the two years prior to the application submission deadline.

Check here to certify that no City or PHDC employees/officers or employees/officers of the organization providing financial assistance gave you (the Applicant), or any person representing you advice that a particular individual or business could be used by the Applicant to satisfy any goals established in the contract or financial assistance agreement for the participation of minority, women, disabled, or disadvantaged business enterprises during the two years prior to the application submission deadline.	<input style="width: 40px; height: 20px;" type="checkbox"/>
Name of Employee/Officer	
Title	
Date of Advice	
Individual or Business Recommended to Satisfy Participation Goals	
Name of Employee/Officer	
Title	
Date of Advice	
Individual or Business Recommended to Satisfy Participation Goals	
Name of Employee/Officer	
Title	
Date of Advice	
Individual or Business Recommended to Satisfy Participation Goals	
Name of Employee/Officer	
Title	
Date of Advice	
Individual or Business Recommended to Satisfy Participation Goals	

Signature

In order for the submission of these disclosure forms to be considered valid, they must be properly signed below by the Applicant. Disclosure forms **that are not signed will be rejected**. By signing your name in the signature space below, you, as the Applicant, signify your intent to sign these disclosure forms. The signatory hereby declares and certifies themselves to be the Applicant, declares and certifies that they are properly authorized to execute these disclosure forms, and represents and covenants that all of the information and disclosures provided to the best of their knowledge are true and contain no material misstatements or omissions. Breach of such representation and covenant may render any subsequent provision of financial assistance voidable, and entitle the City (or PHDC) to all rights and remedies provided by law or equity.

These disclosure forms must be signed by the INDIVIDUAL Applicant:

Applicant Signature

Date

Applicant Name (Print)