



Urban  
Redevelopment  
Authority  
of Pittsburgh

# TRID Application Application Process Overview

The Urban Redevelopment Authority (URA) reviews all private sector applications for Transit Revitalization Investment District (TRID) assistance. The process outlined below describes the process for approving a TRID Application. The typical timeline for approval is four to six months, although more complex projects typically require more time to review and approve.

**1. Convene Introductory Meetings Prior to Formal Application with URA Staff**

Prior to the preparation of a formal TRID application, prospective applicants should request a meeting with the appropriate URA staff to discuss the concept of the potential project and its scope, its connection to the TRID Planning Study, as well as other potential financing tools available to the URA. Follow up meetings may occur before official TRID proposal is submitted. During these meetings, TRID Application Part #1 should be submitted (see enclosed application). No payment is required at this time.

**2. Submission and Review of TRID Application Part #2**

The URA requires submission of a formal application in order to consider an applicant's request for TRID assistance. An application must include the items referenced in the TRID Application Part #2 checklist (see enclosed application), and applicants are required to demonstrate a financial need for TRID assistance as well as the public benefit of the payment and its support of the TRID's goals as outlined by the TRID planning study. At this point, payment of the TRID Application Fee (\$7,500) is required. In addition, submission of the p4 self-evaluation worksheet will be required and subject to review by URA's p4 Committee. The worksheet and related materials are available at <http://p4pittsburgh.org/pages/p4-performance-measures>

**3. Draft TRID Implementation Plan and Circulate Draft to the URA Board of Directors and the Taxing Bodies**

**4. Schedule meetings with the TRID Committee to receive proposed changes to the TRID Implementation Plan**

The public approval process will be initiated if the TRID Committee decides to recommend the TRID Plan following this evaluation

**5. Request Resolution from URA Board of Directors**

The request should include a TRID Implementation Plan. At least 30 days before the inducement resolution is requested, the applicant is required to make an initial payment to the URA project Development Account (\$25,000).

**6. Request Resolutions to Participate from the Taxing Bodies on TRID Implementation Plan**

The taxing bodies will by ordinance or resolution agree to participate in or opt out of the TRID.

**7. Public Meeting to explain TRID and alternative implementation approaches.**

At least one public meeting must be held in accordance with Section 901 Transit Revitalization Investment District Act, Act of Dec. 8, 2004, P.L. 1801, No. 238. The City and the Port Authority of Allegheny County shall jointly conduct at least one public meeting in the proposed TRID area prior to the enactment of a TRID. The meeting is intended to explain the purpose and components of the TRID and the alternative implementation approaches. The public meeting or meetings shall be in addition to any required local government public hearing or hearings prior to TRID adoption.

**8. Implement Project**



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# TRID Application Application Checklist Part #1

Applicant Name:

**This information is needed in order to process  
your TRID Application. Additional information  
may be requested.**

## **TRID APPLICATION PART #1:**

IN ORDER TO INITIATE THE TRID PROCESS, YOU WILL NEED TO FILL OUT TRID APPLICATION PART 1 AND VERIFY THAT YOU HAVE RECEIVED THE NECESSARY INFORMATION TO BEGIN THE TRID PROCESS. PLEASE USE THE CHECKLIST BELOW TO VERIFY THAT YOU HAVE RECEIVED ALL NECESSARY INFORMATION TO BEGIN THE TRID APPLICATION PROCESS.

## **TRID APPLICATION PART #1**

1. A complete TRID **Application Part 1 – General Information** to describe the project.

## **DOCUMENTS/INFORMATION RECEIVED**

2. URA TRID Guidelines
3. Three Taxing Body Requirements Summary
4. Commonwealth of Pennsylvania TRID enabling legislation.
5. TRID Planning Study



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# TRID Application

## General Information

<b>URA ID#:</b> (for URA use only)
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### APPLICANT INFORMATION:

Applicant Name:	
Applicant Address:	
Contact Name:	Title:
Phone:	Fax:
E-Mail Address:	
Web Address:	
Federal Tax ID#:	City Tax ID#:

### PROJECT DESCRIPTION:

Summary of Proposal:
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**PROJECT INFORMATION:**

Project Address(es):
Property Owner(s):
Neighborhood:
List of Lot and Blocks:

**PROJECT SUMMARY:**

<u>Use of Funds</u>	<u>Amount</u>
Purchase of Land	
Purchase of Building	
Renovation/Expansion of Building	
Construction	
Architecture and Engineering	
Site Preparation	
Soft Costs	
Developer Fee	
Working Capital	
Other (list in space below)	
<b>TOTAL PROJECT COSTS</b>	<b>\$</b>

**PROPOSED USE OF TRID FUNDS:**

<u>Use of Funds</u>	<u>Amount</u>
Improvement of Public Infrastructure (list in space below)	

Other (Specify Below):	
<b>TOTAL TRID FUNDING</b>	<b>\$</b>

**PROPOSED SOURCES OF FUNDS:** (Non TRID)

<b>Sources</b>	<b>Amount</b>
Developer Equity	
Private Investment	
Public Funding other than TRID	
TRID Amount	
Other (list in space below)	
<b>Total</b>	

Please return this TRID Application – Part 1 to:  
**Urban Redevelopment Authority of Pittsburgh**  
**Economic Development Department**  
**Attention: Robert Rubinstein**  
**200 Ross Street, Pittsburgh, PA 15219**

Phone: 412-255-6560 ♦ TDD: 412-255-6644



# TRID Application Application Checklist Part #2

Applicant Name:

**This information is needed in order to process your TRID Application. Additional information may be requested.**

COMPLETE THIS CHECKLIST BY CHECKING THE "YES" BOX IF YOU HAVE SUBMITTED THE INFORMATION OR THE "N/A" BOX IF IT IS NOT APPLICABLE TO YOUR PROJECT. HAVE YOU SUBMITTED:

### TRID APPLICATION PART #2

**YES    N/A**

- 1.    **URA FORM #1– Applicant Information:** If the Applicant is a privately held company and TRID funds will be supporting private development, it should submit form #1.
- 2.    Resumes for individuals listed on (Management Entity Name) Form #1 as well as key management personnel.
- 3.    Balance Sheet for the last three (3) years.
- 4.    Income Statements for the last three (3) years.
- 5.    Cash Flow Statements for the last three (3) years.
- 6.    Most recent three (3) years personal Federal Income Tax returns [1040] for each owner with twenty percent (20%) or greater ownership. Note: This information may be submitted under a separate cover and shall be kept confidential.
- 7.    Federal Income Tax returns prepared for the business for the last three (3) years
- 8.    Projected Balance Sheets, Income State and Cash Flow Statements for ten years.
- 9.    List containing the original date and amount, present balance owed, interest rate, monthly payment, maturity and security for each outstanding loan or debt of your business. Please indicate whether the loan (s) is (are) current or delinquent.
- 10.    **URA FORM #2 – Project Information Summary** to provide an overview of the project and its impacts.
- 11.    **URA FORM #3 – Project Description** revenue generating projects
- 12.    A market study, if applicable.
- 13.    List of infrastructure improvements, including cost estimates to be funded through TRID.
- 14.    Evidence of site control.

- 15. Site Maps: Provide a map that shows the location of the site. Also provide a map that focuses on the project and its immediate surroundings. Include all relevant details.
- 17. Estimated development cost.
- 18. A copy of your lease agreement or a proposed lease agreement, if applicable (tenant leases for real estate projects). Prior to closing, a fully executed lease agreement and landlord's waiver will be required.
- 19. Evidence of letters of intent and/or lease agreements with any prospective tenants. (if applicable)
- 20. Copies of all lender commitment letters and/or term sheets detailing the terms and conditions of such.
- 21. Evidence of required project equity.
- 22. Details if you, other stockholders or partners ever defaulted on loan obligations or been involved in bankruptcy proceedings
- 23. Details if your present company(ies) or any of your past business enterprises ever defaulted on loan obligations or filed for bankruptcy
- 24. Details if you or your organization is involved in any pending lawsuits or lawsuits.
- 25. Names of your company's affiliates or subsidiaries and their relationship with our company along with current balance sheets, operating statements and addresses for each.
- 26. Details if you buy from, sell to, or use the services of any concern in which someone in your company has a significant financial interest.
- 27. Details if you or your organization is involved in any pending lawsuits or lawsuits.
- 28. **URA FORM #4 – Project Description Public Improvements**
- 29. **URA FORM #5 – Indemnification Letter**
- 30. **URA FORM #6 – Requirements, Certifications and Disclosures** with the applicant's signature(s).
- 31. \$7,500 Application fee (non-refundable)
- 32. \$7,500 TRID Implementation Plan fee (non-refundable)
- 33. \$25,000 project development account payment, due no later than 30 days prior to inducement resolution.
- 34. p4 self-evaluation



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# TRID Application

## Part #2 GENERAL INFORMATION

### Form #1 Application Information

Applicant Name:

**APPLICANT INFORMATION:** (List names of all owners/entities having 20% or greater interest)

Name:	Title:
Address:	
Percent of Ownership:	Project Role:

Name:	Title:
Address:	
Percent of Ownership:	Project Role:

Name:	Title:
Address:	
Percent of Ownership:	Project Role:

Name:	Title:
Address:	
Percent of Ownership:	Project Role:

**NOTE:** All Owners listed above must fill out **URA FORM #2 – Personal Financial Statement.**





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# TRID Application

## Part #2 TRID PROPOSAL

### Form#2 Project Information Summary

Applicant Name:

### PROJECT INFORMATION SUMMARY

**1. Type of Project (mark all that apply)**

<input type="checkbox"/> Retail	<input type="checkbox"/> Residential
<input type="checkbox"/> Commercial	<input type="checkbox"/> Office
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Industrial
<input type="checkbox"/> Hospitality	<input type="checkbox"/> High-tech
<input type="checkbox"/> Main Street	<input type="checkbox"/> Historic Renovation
<input type="checkbox"/> Mixed Use	<input type="checkbox"/> New Market Tax Credit
<input type="checkbox"/> Brownfield	<input type="checkbox"/> Other (describe in space below)

**2. Project scale**

Building Usage Type	Square footage
Retail	
Commercial	
Office	
Residential	
Manufacturing/Industrial	
Hospitality	
Park/Green Space	
<b>Total</b>	

**3. Economic Impact Analysis\***

Estimated Real Estate Property Value after full development			
Current	Projected	Increase	
Estimated Annual Real Estate Tax Revenue after full development			
Current	Projected	Tax Increment	Net TRID Proceeds

\*Please note a formal analysis will be conducted by a third party

**4. Source of Funds**

Uses	Amount
Developer Equity	
Private Investment	

Public Funding other than TRID	
TRID Amount	
Other (list in space below)	
<b>Total</b>	

**5. Uses of Funds**

<b>Uses</b>	<b>Amount</b>
Purchase of Land	
Purchase of Building	
Renovation/Expansion of Building	
Construction of New Building	
Architecture and Engineering	
Site Preparation	
Soft Costs	
Developer Fee	
Working Capital	
Other (list in space below)	
<b>Total</b>	

**Projected Employment**

	<b>Part-time Jobs</b>			<b>Full-time Jobs</b>		
	<b>Created</b>	<b>Retained</b>	<b>Total</b>	<b>Created</b>	<b>Retained</b>	<b>Total</b>
<b>Construction (if known)</b>						
<b>After Build Out</b>						
Retail						
Manufacturing						
Office/Management						
Other (please identify):						
<b>Total</b>						



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# TRID Application

## Part #2 TRID PROPOSAL

### Form #3 Project Description

Applicant Name:

RESPONSES FOR THIS FORM OF THE TRID APPLICATION SHOULD BE COMPLETED IN A SEPARATE DOCUMENT AND ATTACHED TO THE APPLICATION WITH A HEADING THAT INCLUDES APPLICANT NAME, DATE, AND CONTACT INFORMATION.

### **PROJECT DESCRIPTION**

#### **1. Relevant Experience**

Please list any relevant experience or history you have working with Transit Revitalization Investment Districts.

#### **2. Project Narrative**

Provide an overview of the project in narrative format. The summary must include the following information:

- Project Location
- Description of the current location, including current condition
- Projected impacts of the project (e.g. effects on transit use, traffic to the District, enabling further development, etc.)
- Description of construction or renovations, including size and scale of project
- How this project contributes to TOD in the District
- Proposed use of TRID Funds

#### **3. Project Timeline**

A comprehensive project timeline is required. Include anticipated dates for site acquisition, project start and completion, as well as other project milestones. Multi-phase projects must include details for each phase. The timeline should also identify any critical or time-sensitive dates as well as any time constraints facing the Applicant.

#### **4. Transit Oriented Development**

Fully describe the elements of TOD that will be added to the district through the completion of this project. Projects with a high degree of transit impact are typically more likely to receive TRID assistance. Examples of public benefits include, but are not limited to the following:

- Increased public transit use
- Increased public transit accessibility and visibility
- Increased walkability of neighborhood
- Increased variation in housing stock
- Improved street design
- Increased neighborhood density

This statement should include qualitative examples of TOD as well as quantifiable and measurable outcomes of the short-term and long-term benefits to the neighborhood and to the City of Pittsburgh. Support documents for the estimates of public benefits can be included as an attachment.

#### **5. Compliance with TRID Planning Study and Master Plan(s)**

Describe how this project will comply with the TRID Planning Study, City of Pittsburgh Comprehensive Plan (when approved) and (if applicable) any neighborhood master plans affecting the project.

**6. Displacement Plan**

Identify the number of residents and businesses, in any who have been or will be displaced as a direct result of this project. Provide a statement on your plan for the relocation of these individuals and organizations.

**PROJECT FINANCIAL INFORMATION**

**7. Sources and Uses of Funds**

Identify the sources of funds used to finance the project. Please include typical sources such as equity, lender financing, mezzanine financing, government financing, other anticipated types of public assistance, and any other types or methods of financing. Describe the sources of equity. Include a term sheet for lender financing, if available.

Summarize the uses of funds. General categories to be identified include: acquisition and related site costs, hard construction costs, and a breakdown of soft costs.

**8. Request for TRID Assistance**

Specifically state the amount of TRID assistance that is necessary to make this project possible. Also specify the budget costs that will be funded using TRID assistance.

**9. Analysis of Financial Need**

Each applicant must include financial analyses that demonstrate the need for TRID assistance. Two analyses must be submitted: one without TRID assistance and one with TRID assistance. The applicant must indicate the minimum return or profit the applicant needs to proceed with the project and the rationale for this minimum return or profit. At its discretion, the ura may hire an independent advisor to verify the accuracy of these analyses. The analyses will necessarily differ according to the type of project that is being developed.

Rental Property – For project involving the rental of space by the developer to tenants (tenants include offices, retail stores, industrial companies, and households), an internal rate of return on equity must be computed with and without TRID assistance. State all assumptions to the analyses.

For Sale Residential – Show profit as a percent of project costs (minus developer fee and overhead and minus sales commission and closing costs, which should be subtracted from gross sales revenue). Other measures of profitability may be submitted, such as profit as a percent of sales revenue.

Mixed Use Commercial/For Sale Residential – Provide either separate analyses for each component of the project or include in the revenue sources for the for-sale portion, the sale value of the commercial component based on the net operating income of the commercial space at stabilization. Indicate how the sale value was derived.

Owner-Occupied Commercial – For projects, such as “big-box” retail projects, provide copies of the analyses that the company used to determine the amount of TRID assistance that would be needed to allow the company to meet or exceed the company’s minimum investment threshold(s) for proceeding with the project.

Competitive Projects – In instances where the City is competing with other jurisdictions outside the region for the project (e.g. corporate headquarters, new manufacturing plant, etc.), present detailed analyses that demonstrate the capital and operating cost differential between the proposed location(s) in Pittsburgh and the locations outside the City that are being seriously considered by the applicant.

**10. Increment Projections**

Include projections of the incremental taxes that will be generated by this project for the remaining life of the TRID District. Clearly identify all assumptions considered in these projections.

**11. Market Impact Analysis**

Provide an analysis of the market that the proposed project will be entering, including the expected demand for the project's services/products, current providers of those services/products within the City of Pittsburgh, and the projected impact of this project on that market.

**12. Community Engagement Plan**

Provide a statement on the project's plan for community engagement. (Also refer to the Community Measure in p4 materials)

**13. Preliminary M/WBE Plan**

Describe the project's plan for meeting or exceeding the URA's M/WBE goals. The City has set goals of 7% for women-owned businesses and 18% for minority-owned businesses. (Also refer to the Opportunity Measure in p4 materials)

**14. Preliminary Sustainability Plan**

Describe the project's plan for incorporating sustainable design best practices into all aspects of the project from site preparation through construction and operation of buildings and site infrastructure. (Also refer to the Rainwater, Air, and Energy Measures in p4 materials)



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# TRID Application

## Part #2 TRID PROPOSAL

### Form#4 Project Information Public Improvements

Applicant Name:
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**1. Type of Transit Improvements made by project (mark all that apply)**

<input type="checkbox"/>	Transit Station	<input type="checkbox"/>	Street Improvements
<input type="checkbox"/>	Pedestrian Improvements	<input type="checkbox"/>	Parking Facilities
<input type="checkbox"/>	Bicycle Improvements	<input type="checkbox"/>	Other (describe in space below)

**2. Source of Funds**

Uses	Amount
Private Investment	
Public Funding other than TRID	
TRID Amount	
Other (list in space below)	
<b>Total</b>	

**3. Uses of Funds**

Uses	Amount
Transit Station	
Pedestrian Improvements	
Bicycle Improvements	
Street Improvements	
Architecture and Engineering	
Parking Facilities	
Other (list in space below)	
<b>Total</b>	

**4. Sources and Uses of Funds**

Identify the sources of funds used to finance the public improvements. Please include typical sources such as equity, lender financing, mezzanine financing, government financing, other anticipated types of public assistance, and any other types or methods of financing. Describe the sources of equity. Include a term sheet for lender financing, if available.

Summarize the uses of funds. General categories to be identified include: acquisition and related site costs, hard construction costs, and a breakdown of soft costs.

**5. Request for TRID Assistance**

Specifically state the amount of TRID assistance that is necessary to make the public improvements possible. Also specify the budget costs that will be funded using TRID assistance.



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# TRID Application Part #2 TRID PROPOSAL Form #5 Indemnification Letter

Applicant Name: \_\_\_\_\_

DATE

Mr. Robert Rubinstein  
Urban Redevelopment Authority of Pittsburgh  
200 Ross Street, 12<sup>th</sup> Floor  
Pittsburgh, PA 15219

Re: Transit Revitalization Application for \_\_\_\_\_ ("Project")

Dear Mr. Rubinstein:

On behalf of \_\_\_\_\_ (the "Applicant"), I am submitting a TRID Application relating to the proposed \_\_\_\_\_ Project (the "Project").

The Applicant understands that many of the terms and conditions of the Authority's respective rights and responsibilities are set forth in the TRID Guidelines, the various agreements between the Authority and the taxing bodies, the financing documents and the Developer's Agreement between the Authority and the Applicant. By submitting the TRID Application, the Applicant is asking the Authority to consider the issuance of its bonds or other debt instruments (the "Obligations") to assist in the financing for our anticipated project. We acknowledge that the proposed financing will be of substantial benefit to our company as the Applicant. As a consequence we agree to the following conditions, which are in addition to those set forth in the TRID Guideline instructions and the other documents named above.

In connection with the following—

- (1) the financing of the Project;



(2) the contracts for the construction of the Project or the purchase of material or supplies or services for the Project;

(3) any act of the Applicant or the failure of the Applicant or any of its agents or employees to fulfill any duty toward the Authority or toward the public or toward any person or persons whomsoever the Authority or the Applicant may owe in connection with the Project or the site thereof, and

(4) the proposed issuing of any bonds or debt, the actual issuing of any bonds or debt or the process associated with issuing the bonds or debt—the Applicant agrees to, release the Authority from, agrees that the Authority shall not be liable for, and agrees to hold the Authority harmless and indemnify it against, any claim, loss or damage to the Authority or any claim, injury, loss, or damage to the Applicant or a third party that may be occasioned by any cause whatsoever pertaining to the Project or the financing or the use thereof, whether such claims are made by a party to such contracts, by a seller of materials or supplies, by the Applicant, by any state, federal or local government, or any agency or instrumentality thereof, or by any third party.

For the purposes of this letter,

(a) "Authority" shall mean the Authority, its Board Members, Officers, Agents, and employees and the Urban Redevelopment Authority of Pittsburgh, its officers, employees and agents.

(b) "Applicant" shall mean the Applicant, its successors and assigns, parent or subsidiary entities, directors, members, officers, employees and agents.

Thank you for the Authority's consideration of this TRID Application.

Very truly yours,  
APPLICANT/BORROWER

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By: Authorized Representative

Enclosure: Check # \_\_\_\_\_ in the amount of \$7,500 (TRID Application Fee).



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# TRID Application Part #2 TRID PROPOSAL

## Form #6 Requirements, Certifications and Disclosures

Applicant Name:

### I. Program Requirements

The following requirements may apply to your TRID loan with the URA:

1) Master Plan Consideration

All TRID applications must be in accordance with the City of Pittsburgh Comprehensive Plan (when finalized) and any neighborhood Master Plans that exist for the area of the proposed TRID District.

2) Minority- and Women-Owned Business Enterprise Participation

For TRID Projects, the applicant must include a plan to involve minority and woman business enterprises in a percentage of the net project costs, such as pre-construction costs, design, construction, procurement and post-construction. The City has set goals of 7% for women-owned businesses and 18% for minority-owned businesses.

If you fail to comply with the foregoing program requirements as described in sections 1 and 2 where applicable, you will be liable for liquidated damages equal to the subsidy you will receive from the Center for Innovation and Entrepreneurship. In addition, the loan may be declared in default.

3) Limiting Environmental Impact

You must mitigate any adverse effects your project may have on the natural or built environment where your project:

- a) is in a floodplain;
- b) involves an historic landmark or is in an historic district;
- c) is a potential noise generator or air polluter.

4) Prevailing Wage

Construction on your project shall be subject to regulations that:

- a) require you to employ contractors and subcontractors that are approved by the Department of Labor;
- b) require your contractors and any subcontractors to pay the applicable state prevailing wage rates to construction employees on the project (unless Federal Davis-Bacon Act applies);
- c) require your contractors to regularly submit to the (Management Entity Name) payroll report forms and other documentation.

5) Displacement Plan

If any residents or businesses would be displaced through the proposed development, the applicant must provide a plan for the relocation of those residents and/or businesses.

6) p4 Self-Evaluation

p4 Performance Measures are a tool that informs alignment of real estate development projects to the City's commitment to sustainable and equitable practices. You will be required to submit the p4 self-evaluation worksheet and supporting documents at three stages: at application, after design approvals, and following construction. At this time, the p4 self-evaluation worksheet will be used to gather benchmark data for future use, and will not affect funding determinations.

7) Fees\*

The following fees may apply to your project:

- a) Application Fee – \$7,500 payable upon submission of this application; non-refundable.
- b) Financial Advisor Fee (if needed) – Determined based on consultant responses and scope
- c) TRID Counsel – Determined based on consultant responses and scope
- d) TRID Plan Preparation Fee - \$7,500, non-refundable, but after final approval by the URA and taxing bodies
- e) URA Annual Administration TRID fee - \$50,000 (Paid annually from TRID revenue)

The following fees are payable at closing (if applicable):

- f) URA Debt Issuance Fee – 1% of gross TRID issuance amount
- g) Bond Counsel – Determined based on consultant responses and scope

**All applicable requirements will be contained in your commitment letter.**

## II. Certifications and Disclosures

I / We certify:

- 1) That all information in this application and the Exhibits is true and complete to the best of my/our knowledge and is submitted to (Management Entity Name), for the purpose of obtaining credit and in order to induce the (Management Entity Name) to grant a loan, or to participate with a lending institution in a loan to our/my company.
- 2) That I/we have received a copy of the (Management Entity Name) TRID Guidelines and all City of Pittsburgh Ordinances, Allegheny County Ordinances, and Pittsburgh Public School Board Resolutions involving TRID financing.

- 3) That I/we will not discrimination on the basis of race, color, sex, religion, marital status, disability, age, sexual orientation or national origin.
- 4) That I/we do not have a business relationship (as stockholder, partner, member, agent, representative or employee) or family relationship with any person who is or who was, within one (1) year prior to the date of this application, an employee of the (Management Entity Name).

All applicants for loans or grants from the Urban Redevelopment Authority of Pittsburgh are requested to disclose if they are employees or related to employees of the (Management Entity Name) or the City of Pittsburgh.

If you are an employee or related to a City or (Management Entity Name) employee, a formal Conflict of Interest waiver must be presented to the URA's Board of Directors. If the source of funding for your (Management Entity Name) financing is the U.S. Department of Housing and Urban Development (HUD), then you must also submit a formal Conflict of Interest waiver to City Planning and to HUD for approval.

PLEASE CHECK AND COMPLETE APPROPRIATE BOX

That I am an employee of the:  
       \_\_\_\_\_ City of Pittsburgh \_\_\_\_\_ Department  
       \_\_\_\_\_ (Management Entity Name) of Pittsburgh

That I am related to (Employee's name) \_\_\_\_\_,an  
 employee of the:  
       \_\_\_\_\_ City of Pittsburgh \_\_\_\_\_ Department  
       \_\_\_\_\_ (Management Entity Name) of Pittsburgh

My relationship to the employee: \_\_\_ Spouse, \_\_\_ Father, \_\_\_\_\_ Mother, \_\_\_\_\_ Daughter,  
 \_\_\_\_\_ Son, \_\_\_\_\_ Other \_\_\_\_\_ (Specify relationship)

That I am not related to an employee of the City or (Management Entity Name) of Pittsburgh, nor am I am employee of the City or (Management Entity Name) of Pittsburgh.

- 5) That I have not offered and shall not offer anything of value including a promise of future employment or contract to any person currently employed by the (Management Entity Name).
- 6) That I/we or the company with which I/we am/are an officer, director, stockholder or owner is/are not presently indebted to, nor is/are a borrower or guarantor of any outstanding loan ("loan" means, but is not limited to, any sum of money lent, including any cash advance, line of credit or check credit account) made, funded or guaranteed by, any private financial institution, entity or individual or any federal, state or local agency, other than the information provided herein or represented in this application and am not in default. of any of the obligations listed herein .

7) Criminal Disclosure

That no proprietor, partner, director or shareholder of the business has been convicted of a felony within the past five (5) years.

8) Authorizations

That I/we authorize the (Management Entity Name) to investigate my/our/the company's loan or credit history and to obtain any information deemed pertinent in reviewing this application and determining whether or not to grant a loan. I/we further authorize disclosure of all financial information submitted in connection with this application to/from the financial institution(s) considering or agreeing to participate in the loan. I/we consent to such disclosure as is deemed necessary in the course of investigation and disclosure to any such financial institution.

9) Effect of Non-Disclosure

That I/we acknowledge that my application may be summarily rejected if any information I have supplied is false or misleading.

9) Waiver of Claims Against the (Management Entity Name) and its Consultants

As consideration for any managerial and technical assistance that may be provided, I/we waive any and all claims against (Management Entity Name) and/or its consultants, including, but not limited to, any claims against the Loan Review Committee.

11) Assurance of Compliance with TRID Guidelines

That I/we give the assurance that I/we/the company will comply with the requirements that apply to this loan application and the TRID Guidelines, under which this application is made. A copy of said Guidelines is attached hereto, made part hereof and incorporated herein as Exhibit A.

11) Citizenship Status

That all owners, directors, shareholders and principals of applicant's business are citizens of the United States of America or have lawful permanent resident status. If not, state the citizenship of the applicable party and basis under which the applicable party is admitted into the United States of America, i.e. type of Visa - \_\_\_\_\_.  
 (Proof of citizenship status will be required.)

12) Assistance in Preparation of Application

That I/we obtained professional assistance in the preparation of this application. Please complete the following as appropriate:

Name of Attorney:	Phone Number:
Address:	

Name of Accountant:	Phone Number:
Address:	

Name of Loan Advisor:	Phone Number:
Address:	

