



CITY OF SALEM
DEPARTMENT OF HOUSING
125 W Broadway, City of Salem, NJ 08079

Developer Questionnaire

This questionnaire is required for consideration in the City of Salem's development projects. This includes purchasing city owned properties that are house structures, lots, and multiplexes commercial properties. Please complete all sections, marking "N/A" where applicable, and return the completed form with all required documentation and attachments to Director of Housing sbrown@cityofsalemnj.org. For questions, call or text **609-774-4880**.

1. Applicant Information

Point of Contact Name: _____

Street Address: _____

City: _____ **County:** _____

State: _____ **Zip Code:** _____

Phone Number: _____

Email Address: _____

2. Type of Business Organization

- Corporation ____
- Partnership ____
- Sole Proprietorship ____
- Non-Profit ____
- Other (specify): _____

Is your organization affiliated with any other entity (e.g., subsidiary or parent company)?

___ Yes ___ No

If yes, provide details: _____

3. Management Team

List all owners, officers, directors, and partners. Attach additional sheets if necessary.
(Please provide this information as **Attachment A**).

4. Experience with Historic Properties

- Do you have experience renovating historic homes?
 Yes No
 If yes, provide examples, including photos and descriptions, as **Attachment B**.
 - If no, explain how you will address historic preservation standards: _____
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5. Development Plans

Indicate your intentions for the properties:

- Renovate to sell to a buyer
 - Flip/Investment
 - Open to options
 - Other (specify): _____
 - Rent
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6. Financing Plans

- How do you intend to finance this project if necessary?
(e.g., personal funds, loans, partnerships): _____
 - Include any supporting documentation (bank references, letters of credit, etc.).
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7. Previous Work

Include photographs of previous development or renovation projects as **Attachment C**.

8. References

Provide two character references:

1. Name: _____ Phone: _____
 Email: _____
2. Name: _____ Phone: _____
 Email: _____

9. Legal and Financial Information

- Have you or your organization been involved in litigation, bankruptcy, or disciplinary actions in the last 5 years?
 Yes No
 If yes, explain: _____
 - Attach a certified financial statement or audit report if available (**Attachment D**).
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10. Additional Information

Provide any other relevant qualifications or statements that demonstrate your ability to complete this project: (**Attachment E**)

11. Property Information and Offer

List the block and lot of the property/properties you are interested in purchasing and your proposed purchase price for each: (**Attachment F if needed**)

Street Address	Block	Lot	Offer Price

Certification

I certify that the information provided in this questionnaire is accurate and complete to the best of my knowledge. I understand that any false statements may result in disqualification.

Name: _____

Signature: _____

Date: _____

Submission Instructions:

- Email the completed form and all required attachments to sbrown@cityofsalemnj.org.
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12. Disqualification Criteria**Applications may be disqualified for any of the following reasons:**

- Unpaid Taxes: The applicant or any affiliated entity has outstanding tax liabilities.
- Code Violations: The applicant has unresolved building or property code violations on current or previous properties.
- Tenant Complaints: Documented tenant complaints or a history of failing to address tenant issues.
- Incomplete Submission: Failure to provide all required documentation and attachments as outlined in this questionnaire.
- False or Misleading Information: Providing inaccurate or incomplete information in the application.
- Litigation History: Pending or past litigation that raises concerns about the applicant's ability to complete the project.
- Bankruptcy or Financial Instability: Evidence of financial instability or a recent bankruptcy filing.
- Non-Compliance with Prevailing Wage Requirements: History of non-compliance with New Jersey's prevailing wage laws.
- Lack of Experience or References: Failure to demonstrate relevant experience, provide required references, or include supporting documentation.
- Adverse Regulatory Actions: Previous debarment, suspension, or disciplinary actions by governmental or regulatory agencies.

Applications that meet any of the above criteria may be disqualified without further review.

Contact Information for Questions:

Sean M. Brown, MPA - Director of Housing

Phone: 609-774-4880 Email: sbrown@cityofsalemnj.org