
CITY OF SALEM

Developer Qualification Application

City of Salem – Department of Housing & Economic Development
125 W. Broadway
Salem, NJ 08079

Sean M. Brown, MPA
Director of Housing & Economic Development
sbrown@cityofsalemnj.gov
609-774-4880

PURPOSE

The City of Salem maintains a Developer Qualification List to ensure redevelopment projects are completed successfully and in a timely manner.

Only developers approved through this qualification process may submit proposals to purchase city-owned properties.

This process allows the City to evaluate:

- Development experience
- Financial capacity
- Construction partners
- Past project performance
- Legal compliance

The City may conduct site visits of completed projects before granting developer qualification status.

Approval does not guarantee property sales but allows developers to submit property proposals for consideration.

SECTION 1

Applicant Information

Applicant Name: _____

Company Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Website (if applicable): _____

Years in business: _____

SECTION 2

Business Structure

Type of Organization

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Limited Liability Company (LLC) | <input type="checkbox"/> Non-Profit |
| <input type="checkbox"/> Partnership | |

Other: _____

State of Registration: _____

Year Established: _____

Federal EIN: _____

Attach:

- Certificate of Formation / Incorporation
- Business registration certificate

*We understand that a new business may be formed for this redevelopment project.

SECTION 3

Ownership and Management

List all owners, principals, officers, and key partners.

| Name | Role | Ownership % | Phone | Email |

Attach additional sheets if necessary.

SECTION 4

Development Experience

Number of properties developed or rehabilitated in the last 10 years:

Residential: _____

Commercial: _____

Mixed-Use: _____

Total projects completed: _____

Attach a **project list including:**

| Address | Type | Year Completed | Construction Cost | Units | Role
(Owner/Developer/Contractor) |

This should be submitted as **Attachment A.**

SECTION 5

Previous Project Portfolio

Provide documentation of at least three completed projects including:

- Before and after photographs
- Address
- Year completed
- Description of work
- Total construction cost

Attachments required:

- Photos
- Project descriptions

Label this **Attachment B**.

SECTION 6

Contractor Information

Primary Contractor:

Company Name: _____

Contact Name: _____

Phone: _____

Email: _____

NJ Contractor License #: _____

Years working together: _____

Have you completed projects together?

- Yes
- No

Attach contractor credentials:

- NJ Contractor License
- Proof of Insurance

Label as **Attachment C**.

SECTION 7

Site Visit Authorization

The City of Salem may conduct site visits of completed projects performed by the developer and contractor.

Provide addresses of projects available for inspection:

| Address | Year Completed | Property Type |

City staff may visit these locations to verify construction quality.

SECTION 8

Financial Capacity

Provide documentation demonstrating financial capacity to undertake redevelopment projects.

Attach documentation such as:

- | | |
|--|--|
| <input type="checkbox"/> Bank reference letter | <input type="checkbox"/> Hard money lender relationships |
| <input type="checkbox"/> Proof of funds | <input type="checkbox"/> Lines of credit |
| <input type="checkbox"/> Construction loan relationships | <input type="checkbox"/> Investor commitments |

Typical development budget range:

- | | |
|--|--|
| <input type="checkbox"/> Under \$100,000 | <input type="checkbox"/> \$500,000 – \$1 million |
| <input type="checkbox"/> \$100,000 – \$250,000 | <input type="checkbox"/> Over \$1 million |
| <input type="checkbox"/> \$250,000 – \$500,000 | |

Label documents **Attachment D**.

SECTION 9

Project Financing Experience

Have you successfully financed redevelopment projects?

Yes

No

Check financing sources used previously:

Bank construction loan

Hard money loan

Private equity

Personal funds

State grants

Historic tax credits

Low-Income Housing Tax Credits

Other: _____

SECTION 10

Legal Compliance

In the last five years:

Have you been involved in bankruptcy?

Yes

No

Have you been involved in litigation related to development or construction?

Yes

No

Have you been cited for building code violations on projects you own or manage?

Yes

No

Have you been subject to government disciplinary action related to development?

Yes

No

If yes to any above, explain:

SECTION 11

Code Compliance Certification

The applicant certifies that:

- All taxes owed to any municipality are current
 - All code violations are resolved
 - No properties are subject to active condemnation proceedings
-

SECTION 12

References

Provide three professional references.

| Name | Organization | Relationship | Phone | Email |

SECTION 13

Development Strategy

Briefly describe your development approach.

Include:

- Types of projects pursued
 - Typical project size
 - Target neighborhoods
 - Long-term investment strategy
-
-

SECTION 14

City Review Process

The City of Salem will evaluate applications based on:

- Development experience
- Financial capacity
- Contractor partnerships
- Quality of completed projects

- Legal compliance

- References

The City may:

- Conduct site visits of previous work
- Contact references
- Review code enforcement history
- Verify tax compliance

SECTION 15

Certification

I certify that all information submitted in this application is accurate and complete.

Applicant Name:

Signature:

Date:

Required Attachments

- Attachment A – Project List
- Attachment B – Portfolio Photos
- Attachment C – Contractor Documentation
- Attachment D – Financial Capacity Documents
