

**BID PACKET**

**PUBLIC LEASE AUCTION**  
**SEALED BID**

**BID SUBMISSION DOCUMENTS**

Thursday, January 14, 2010  
1 Centre Street  
19th Floor North Conference Room  
New York, New York

Doors Open at 10:00 a.m.  
10:00 a.m. - 11:00 a.m. Sealed Bids Accepted  
11:00 a.m. Sealed Bids Opened

## TABLE OF CONTENTS

Instructions/Submission Requirements.....	Pages 3-5
Public Lease Auction Application Form.....	Page 6
Individual Disclosure Statement For Commercial Leasing ( <b>MUST BE NOTARIZED</b> ).....	Pages 7-11
Individual Financial Statement .....	Pages 12-13
Partnership/Corporate Disclosure Statement For Commercial Leasing ( <b>MUST BE NOTARIZED</b> ) .....	Pages 14-20
Resolution of the Board of Directors of Corporation.....	Page 21
Incumbency Certificate of Secretary .....	Page 22
Corporate Financial Statement.....	Pages 23-24
Personal Guarantee ( <b>MUST BE NOTARIZED</b> ).....	Page 25

## INSTRUCTIONS

Thank you for your interest in leasing New York City owned property. The following information is provided to assist you in completing the enclosed documents and to prepare you for the auction. Please read all the information carefully before completing the required documents. Further, you are advised to inspect the auction properties and read the brochure thoroughly before you bid.

All prospective bidders are also advised to consult an architect, engineer or other qualified advisors regarding the zoning and other land use regulations applicable to the subject auction properties. For information about NYC zoning, bidders may wish to contact (1) the Department of City Planning at (212) 720-3291 (9:30am-noon, 2pm-4pm M-F) or visit the Department's Technical Unit located at 22 Reade Street, 3rd Floor, New York, NY or (2) the Municipal Reference Library, 31 Chambers Street, Room 112 (10:00am to 4:00pm, M-F) 212-788-8590. For additional information, please call the Department of Citywide Administrative Services at (212) 669-4001.

### AUCTION DAY BID SUBMISSION REQUIREMENTS

I. ALL BIDS MUST BE HAND-DELIVERED TO 1 CENTRE STREET, 19<sup>TH</sup> FLOOR NORTH CONFERENCE ROOM BETWEEN 10:00 A.M. AND 11:00 A.M. THURSDAY, JANUARY 14, 2010. EACH BID SHOULD BE IN A SEPARATE SEALED BID ENVELOPE CLEARLY MARKED WITH BOROUGH, BLOCK, LOT, PARCEL NUMBER AND LEASE AUCTION DATE. FAILURE TO PROVIDE ALL OF THE FOLLOWING WILL RESULT IN THE REJECTION OF A BID.

A. **SECURITY DEPOSIT**

SECURITY DEPOSIT in the form of a **Certified Check, Cashier's Check or Postal Money Order** made payable to the "NYC Office of the Comptroller" in the amount of one-quarter the Annual Bid Rent for long-term leases or, three (3) times the Monthly Bid Rent for short-term leases. If you are using money orders for your submission, you must use postal money orders. Personal money orders are not acceptable.

B. **BID RENT**

ONE TWELFTH THE ANNUAL BID RENT for long-term leases or, ONE MONTH'S BID RENT for short-term leases in the form of a **Certified Check, Cashier's Check or Postal Money Order** made payable to the "NYC Division of Real Estate Services." If you are using money orders for your submission, you must use postal money orders. Personal money orders are not acceptable.

C. **LEASE AUCTION SEALED BID APPLICATION FORM AND DISCLOSURE STATEMENT FOR COMMERCIAL LEASING (the "DISCLOSURE STATEMENT") (THESE FORMS ARE INCLUDED IN THE BID PACKET)**

Complete the Lease Auction Sealed Bid Application Form and Disclosure Statement(s).

Lease Auction Sealed Bid Application Form and Disclosure Statement(s) are required for any bidder wishing to lease property. If the bidder is a partnership, the partnership must complete a Partnership/Corporate Disclosure Statement and a separate Individual Disclosure Statement must be completed by each partner with a 10% or greater ownership or voting interest. If the bidder is a corporation, the corporation must complete a Partnership/Corporate Disclosure Statement and a separate Individual Disclosure Statement is required for all individuals whose ownership or voting interest in the corporation is ten percent (10%) or greater.

BE SURE TO HAVE THE DISCLOSURE STATEMENT NOTARIZED.

MAKE ADDITIONAL COPIES OF FORMS AS NEEDED.

D. **PROOF OF MINIMUM NET WORTH REQUIREMENT/PERSONAL GUARANTEE (THESE FORMS ARE INCLUDED IN THE BID PACKET)**

Bidder must provide evidence that bidder meets the Minimum Net Worth ("MNW") requirements as set forth in the Offering Terms and Conditions in the Lease Auction Brochure. For bidders of long-term leased Property, the MNW is twice the Annual Bid Rent. Proof must include a current financial statement or a letter from a certified public accountant. If a bidder is unable to provide the evidence described above, the bidder may provide a personal guarantee from a guarantor which meets the Minimum Net Worth Requirement on the day of the auction.

A sample form of financial statement consisting of a balance sheet and income statement for both a corporate bidder and an individual bidder have been included in the Bid Packet as one method of disclosure for bidders to utilize in providing evidence of MNW. However, any similar form disclosing adequate data may be utilized.

MAKE ADDITIONAL COPIES OF FORMS AS NEEDED.

**E. PROOF OF IDENTIFICATION**

Bidders are required to provide copies of two pieces of identification one of which must be either a valid drivers license, non-drivers photo I.D. issued by the Department of Motor Vehicles or a valid passport and proof of domicile (e.g. a utility bill) and, for business entities, proof of principal place of business satisfactory to the City of New York during the bid qualification process.

**II. CORPORATION, PARTNERSHIP OR SOLE PROPRIETORSHIP**

In addition to complying with the auction bid submission requirements set forth above, a corporation, partnership or sole proprietorship **MUST SUBMIT** the following additional documents which can be found in the bid packet (**IF ANY OF THESE FORMS ARE NOT SUBMITTED BY THE BIDDER WHERE REQUIRED OR ARE INCORRECTLY COMPLETED, A BID MAY BE REJECTED**):

A. Corporation: A Corporation must provide all of the following items:

1. Resolution of the Board of the corporation authorizing participation in the auction. (A sample form is enclosed.)
2. Incumbency Certificate disclosing the names of the officers and verifying their signatures. (A sample form is enclosed.)
3. Certificate of Good Standing issued by the State of New York verifying the corporation's status.

A Certificate of Good Standing (short form) verifies a corporation's status as a duly formed corporation in good standing with the State of New York. This document can be obtained from:

New York State Department of State  
The Division of Corporations & State Records  
162 Washington Avenue  
Albany, N.Y. 12231  
(518) 473-2492

When requesting this form, a \$50 special handling fee is required. This fee must be in the form of a certified check or money order payable to New York State Department of State. You will receive the Certificate within two (2) weeks of receipt by the Department of State of your request. If you are not able to obtain the Certificate prior to the auction, a copy of your filing receipt may be included with your bid packet.

B. Partnership or Sole Proprietorship must provide the following item:

A certified copy of Certificate of Partnership or Certificate of Doing Business under an Assumed Name.

**A CERTIFIED COPY OF THE CERTIFICATE OF DOING BUSINESS UNDER AN ASSUMED NAME PURSUANT TO SECTION 130 OF THE NEW YORK STATE GENERAL BUSINESS LAW.**

This Certificate, more commonly known as a Business Certificate, can be obtained from a local stationery store. The partners or sole proprietor must complete and file the Certificate in the Office of the Clerk in the County in which the partnership or sole proprietorship is registered. If the partnership or sole proprietorship is registered in the City of New York, a copy can be obtained from the following locations:

**MANHATTAN**  
County Clerk, Rm 109-B  
60 Centre Street  
New York, NY 10007  
(212) 374-8314

**BRONX**  
County Clerk, Rm 118  
851 Grand Concourse  
Bronx, NY 10451  
(718) 590-3642

**STATEN ISLAND**  
County Clerk, Rm 103  
County Court House  
18 Richmond Terrace  
Staten Island, NY 10301  
(718) 390-5389

**BROOKLYN**  
County Clerk  
Supreme Ct. Bldg. Rm 2  
360 Adams Street, Rm 188  
Brooklyn, NY 11201  
(718) 643-8012

**QUEENS**  
County Clerk  
88-11 Sutphin Blvd.  
Jamaica, NY 11435  
(718) 520-3704

**PLEASE NOTE: THE BOROUGH OFFICES OF THE CLERK REQUIRE FIVE (5) BUSINESS DAYS TO ISSUE A CERTIFIED CERTIFICATE.**

- C. At the sole discretion of the Deputy Commissioner or her designee, a personal guarantee may be required of any bidder (including principal shareholders of any corporate bidder. A "principal shareholder" shall be defined as one owning 10% or greater of the outstanding shares of said corporation) guaranteeing the monetary obligations of Lessee in conjunction with the execution of the lease.

THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
DIVISION OF REAL ESTATE SERVICES

PUBLIC LEASE AUCTION  
JANUARY 14, 2010  
BID FORM

INSTRUCTIONS:

Please complete a **separate Bid Form** for each parcel to be bid upon. In the spaces provided below, enter the amount you are bidding as stated in both numerals and in words. Only fully completed Bid Forms with a bid amount that meets or exceeds the minimum bid amount specified in the Public Lease Auction Brochure will be considered valid.

IMPORTANT NOTE:

Bids for Parcel 1 and Parcel 2 must be given as an ANNUAL RENTAL AMOUNT

-----  
Bidder must provide the following information:

PARCEL #: \_\_\_\_\_ BORO: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT \_\_\_\_\_

Write Bid Amount in numbers below:

\$ \_\_\_\_\_

Write Bid Amount in words below:

\_\_\_\_\_  
\_\_\_\_\_

Please explain your specific intended use of the property below:

\_\_\_\_\_  
\_\_\_\_\_

Note: Bidders are fully responsible for determining whether the proposed use of the property is in conformance with applicable zoning and other regulations.

Name of Bidder: \_\_\_\_\_  
*print clearly*

Signature of Bidder: \_\_\_\_\_

=====

For Division of Real Estate Services use only:

Opened by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**INDIVIDUAL  
DISCLOSURE STATEMENT FOR COMMERCIAL LEASING**

Please type your response or print using a ballpoint pen  
\*\*THIS DISCLOSURE STATEMENT MUST BE NOTARIZED\*\*

Date \_\_\_\_\_

If any additional space is required for any response, attach additional pages to this document. All additional pages must be identified at the top with the applicant's name, borough, block and lot of the property requested for leasing and the page and number of the question to which the response corresponds.

Applicant's  
Name \_\_\_\_\_ Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot/s \_\_\_\_\_

1. INDIVIDUAL (complete information below):

\_\_\_\_\_  
(Name) (Date of Birth) (Social Security #)

\_\_\_\_\_  
(Home Address) (City) (State) (Zip Code)

How long at this Address? \_\_\_\_\_

\_\_\_\_\_  
(Employer) (Occupation)

\_\_\_\_\_  
(Business Address) (City) (State) (Zip Code)

\_\_\_\_\_  
(Home Telephone Number) (Business Telephone Number)

2. Have you owned, leased or managed any non-City owned real property (this includes residential, commercial, vacant land, etc.) in New York City within the last 5 years?

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

\_\_\_\_\_  
\_\_\_\_\_  
If yes, list the borough, block, lot, address, owner of record, dates owned, managed or leased (add additional page, if necessary).

BORO    BLOCK    LOT(S)    OWNER OF RECORD/ADDRESS    DATES OWNED/MANAGED/LEASED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's  
Name \_\_\_\_\_ Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot/s \_\_\_\_\_

3. Have you defaulted on any obligations to pay any of the following?

Real Estate Taxes	_____ <b>Yes</b>	_____ <b>No</b>
Water/Sewer Rents and Charges	_____ <b>Yes</b>	_____ <b>No</b>
Other Legally Mandated Charges	_____ <b>Yes</b>	_____ <b>No</b>

If yes, please provide pertinent details of the default below or on a separate piece of paper.

\_\_\_\_\_

\_\_\_\_\_

4. Are there any judgments currently outstanding against you resulting from lawsuits brought by the City of New York or any of its Agencies?

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

If yes, specify the type and amount of the judgment, the date, court, county and docket number.

\_\_\_\_\_

\_\_\_\_\_

5. Are there any judgments currently outstanding against you other than those listed in question 4?

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

If yes, specify the type and amount of the judgment, the date, court, county and docket number.

\_\_\_\_\_

\_\_\_\_\_

6. Are you currently a party in any lawsuit in which DCAS or DRES or the City of New York or any of its Agencies is also a party? If yes, specify the nature of the litigation, court, the date and docket number.

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

\_\_\_\_\_

\_\_\_\_\_

7. Please provide name of current employer or name of business, if self-employed and annual income.

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

Address: \_\_\_\_\_

Annual Income: \_\_\_\_\_

Year Employed: \_\_\_\_\_

If you are a City employee, please state your position and the name of the agency.

\_\_\_\_\_

(Agency)

(Position)

Applicant's

Name \_\_\_\_\_ Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot/s \_\_\_\_\_

8. Within the past ten (10) years, have you ever been convicted of a crime(s)?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, identify the charges, the court(s) in which you were convicted, and the disposition of each matter.

\_\_\_\_\_  
\_\_\_\_\_

9. Have you had a lease, license or permit for the use or possession of property from the City of New York? If yes, specify the address(es) of the property and the dates of the lease, license or permit.  
\_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

If yes, have you defaulted on any of your obligations relating to any lease, license or permit for this property? If yes, specify the reason for the default.

\_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

- 10a. Have you purchased property from the City of New York? If yes, specify the address of the property and date you bid and/or purchased this property.  
\_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

- 10b. Do you have a mortgage with the City of New York? If yes, specify the property associated with this mortgage.  
\_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

- 10c. If yes to 10a or 10b, have you defaulted on any of your obligations relating to the purchase and/or mortgage of this property? If yes, specify the details.  
\_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

Applicant's

Name \_\_\_\_\_ Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot/s \_\_\_\_\_

11. Have you ever defaulted on any local, state, or federal government contract? If yes, specify the details.

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

\_\_\_\_\_

\_\_\_\_\_

12. Have you ever been barred from bidding or declared not responsible by a local, state, or federal government agency, entity or authority? If yes, please explain.

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

\_\_\_\_\_

\_\_\_\_\_

13. Have you declared bankruptcy within the past 5 years?

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

\_\_\_\_\_

\_\_\_\_\_

14. Are you a principal (holding a 10% or greater voting or equity interest) in any entity that has defaulted on any contract or other obligation to the City within the last 5 years?

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

\_\_\_\_\_

\_\_\_\_\_

15. Please provide two (2) bank references:

**BANK REFERENCES**

Bank Name (1) \_\_\_\_\_

Bank Name(2) \_\_\_\_\_

Bank Address \_\_\_\_\_

Bank Address \_\_\_\_\_

Account # \_\_\_\_\_

Account # \_\_\_\_\_

Name on Account \_\_\_\_\_

Name on Account \_\_\_\_\_

Type of Account \_\_\_\_\_

Type of Account \_\_\_\_\_

Applicant's

Name \_\_\_\_\_ Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot/s \_\_\_\_\_

I understand that the City of New York (the City) will rely on the truthfulness of this disclosure statement and any financial statements, representations of net worth and credit information statements submitted as part of my bid (The Statement) in determining my eligibility to lease property. The City may obtain a credit report(s) on me in connection with this application or any lease or occupancy relating thereto. If I ask, the City will tell me whether it has obtained a credit report and the name of the credit bureau.

I hereby authorize the release of information to the Deputy Commissioner or designee of the New York City Department of Citywide Administrative Services, Division of Real Estate Services pertaining to applicant's payment of taxes, fees, charges or other obligations to the United States government and the City and State of New York by the appropriate agents of said governmental bodies.

I understand that this lease application and bid packet may be rejected by the City of New York. I further acknowledge that the property will not be used for any illegal purposes. I agree that if anything arises which changes any of the statements I have made, I will promptly notify the Division of Real Estate Services in writing.

This Statement and all documents pertaining to the bid submission are intended to be a written instrument as defined in Article 175 of the Penal Law, and I understand that any false statement may be punishable as a Class E felony. If the Division of Real Estate Services discovers any material misrepresentation, omission or false statement, the Division of Real Estate Services will not grant me the right to lease, and I may be prohibited from leasing City-owned property.

\_\_\_\_\_  
1) Individual's Name (print)

\_\_\_\_\_  
2) Individual's Signature

Sworn to and subscribed before me this  
\_\_\_\_ day of \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
Notary Public or Commissioner of Deeds

\_\_\_\_\_  
Affix Corporate Seal

Applicant's  
Name \_\_\_\_\_ Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot/s \_\_\_\_\_

**INDIVIDUAL FINANCIAL STATEMENT**  
**(Please provide additional pages, if necessary)**

**BALANCE SHEET**

**Assets**

Cash, including checking & savings accounts (Indicate name of institutions and account numbers)	\$ _____ \$ _____
Stocks and Bonds (list names of issuers)	\$ _____ \$ _____ \$ _____
Installment debts	\$ _____ \$ _____ \$ _____
Real estate loans (Indicate name of lending institution)	\$ _____ \$ _____
Auto loans (Indicate name of lending institution)	\$ _____
Real estate owned (market value) Net worth of businesses owned; attach financial statement	\$ _____ \$ _____
Loans receivable Other tangible assets	\$ _____ \$ _____
<b>Total Assets</b>	\$ _____ (A)

**Liabilities**

Home Mortgage	\$ _____
Other real estate loans	\$ _____
Car Loans	\$ _____
Other debts (list)	\$ _____
<b>Total Liabilities</b>	\$ _____ (B)
<b>Net Worth (A Minus B)</b>	\$ _____

Applicant's  
Name \_\_\_\_\_ Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot/s \_\_\_\_\_

**INDIVIDUAL FINANCIAL STATEMENT CONTINUED**  
**(Please provide additional pages, if necessary)**

**INCOME STATEMENT**

**Salary or Wages** \$ \_\_\_\_\_

**Interest Income** \$ \_\_\_\_\_

**Other Income (describe)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_

**Less (annual expenditures):**

**Rent** \$ \_\_\_\_\_

**Mortgage** \$ \_\_\_\_\_

**Car loan or lease** \$ \_\_\_\_\_

**Other debt payments** \$ \_\_\_\_\_

=====

**Net Income** \$ \_\_\_\_\_

**I certify that the above information to the best of my knowledge is correct.**

\_\_\_\_\_  
**Signature**

Applicant's  
Name \_\_\_\_\_ Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot/s \_\_\_\_\_

**PARTNERSHIP/CORPORATE  
DISCLOSURE STATEMENT FOR COMMERCIAL LEASING**

**IF THE APPLICANT IS A PARTNERSHIP, CORPORATION OR NOT-FOR-PROFIT ORGANIZATION, PLEASE COMPLETE THE INDIVIDUAL DISCLOSURE STATEMENT FOR COMMERCIAL LEASING FOR EACH MEMBER WHO HAS AT LEAST 10% OWNERSHIP INTEREST IN THE BUSINESS ENTITY.**

Please type your response or print using a ballpoint pen  
\*\* ALL DISCLOSURE STATEMENTS MUST BE NOTARIZED\*\*

Date \_\_\_\_\_

If any additional space is required for any response, attach additional pages to this document. All additional pages must be identified at the top with the applicant's name, borough, block and lot of the property requested for leasing and the page and number of the question to which the response corresponds.

1. THE APPLICANT IS: (A) Partnership, (B) Corporation, (C) Not-for-profit Organization  
(CHECK ONE)

(A) \_\_\_\_\_ **Partnership**

\_\_\_\_\_  
(Name of Partnership) (Employer ID #)

\_\_\_\_\_  
(Address) (City) (State) (Zip Code)

\_\_\_\_\_  
(Telephone #)

\_\_\_\_\_  
(Date of formation of Partnership) (State of Formation)

Applicant's  
Name \_\_\_\_\_ Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot/s \_\_\_\_\_

**(B) \_\_\_\_\_ Corporation**

\_\_\_\_\_  
(Name of Corporation) (Employer ID #)

\_\_\_\_\_  
(Address) (City) (State) (Zip Code)

\_\_\_\_\_  
(Telephone #)

\_\_\_\_\_  
(Date of formation of Corporation) (State of Formation)

**(C) \_\_\_\_\_ Not-for-Profit Organization**

\_\_\_\_\_  
(Name of Not-for-Profit) (Employer ID #)

\_\_\_\_\_  
(Address) (City) (State) (Zip Code)

\_\_\_\_\_  
(Telephone #)

\_\_\_\_\_  
(Date of Formation) (State of Formation)

2. LIST OF INDIVIDUALS IN BUSINESS ENTITY WITH A 10% OR GREATER OWNERSHIP OR VOTING INTEREST. AN INDIVIDUAL DISCLOSURE STATEMENT IS REQUIRED FOR ALL INDIVIDUALS LISTED BELOW.

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Tele. #: \_\_\_\_\_

Business Address: \_\_\_\_\_ Bus. Tele. #: \_\_\_\_\_

Title: (held in business entity): \_\_\_\_\_

Occupation: (if other) \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Applicant's

Name \_\_\_\_\_ Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot/s \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Tele. #: \_\_\_\_\_

Business Address: \_\_\_\_\_ Bus. Tele. #: \_\_\_\_\_

Title: (held in business entity): \_\_\_\_\_

Occupation: (if other) \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Tele. #: \_\_\_\_\_

Business Address: \_\_\_\_\_ Bus. Tele. #: \_\_\_\_\_

Title: (held in business entity): \_\_\_\_\_

Occupation: (if other) \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Tele. #: \_\_\_\_\_

Business Address: \_\_\_\_\_ Bus. Tele. #: \_\_\_\_\_

Title: (held in business entity): \_\_\_\_\_

Occupation: (if other) \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Tele. #: \_\_\_\_\_

Business Address: \_\_\_\_\_ Bus. Tele. #: \_\_\_\_\_

Title: (held in business entity): \_\_\_\_\_

Occupation: (if other) \_\_\_\_\_

- 3. Has the corporation owned, leased or managed any non-City owned real property (this includes residential, commercial, vacant land, etc.) in New York City within the last 5 years?

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

If yes, list the borough, block, lot, address, owner of record, dates owned, managed or leased (add additional page, if necessary).

BORO BLOCK LOT(S) ADDRESS OWNER OF RECORD/ADDRESS DATES OWNED/MANAGED/LEASED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's

Name \_\_\_\_\_ Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot/s \_\_\_\_\_

4. Has the corporation defaulted on any obligations to pay any of the following?

Real Estate Taxes \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

Water/Sewer Rents and Charges \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

Other Legally Mandated Charges \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

If yes, please provide pertinent details of the default below or on a separate piece of paper.

\_\_\_\_\_

\_\_\_\_\_

5a. Are there any judgments currently outstanding against the corporation resulting from lawsuits brought by the City of New York or any of its Agencies?

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

If yes, specify the type and amount of the judgment, the date, court, county and docket number.

\_\_\_\_\_

\_\_\_\_\_

5b. Are there any judgments currently outstanding against the corporation other than those stated above?

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

If yes, specify the nature of litigation (court, county and docket number.)

\_\_\_\_\_

\_\_\_\_\_

6. Is the corporation currently a party in any lawsuit in which DCAS or DRES or the City of New York or any of its Agencies is also a party? If yes, specify the type and amount of the judgment, the date, court, county and docket number.

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

\_\_\_\_\_

\_\_\_\_\_

7. Within the past ten (10) years, has the corporation been convicted of a crime(s)?

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

If yes, identify the charges, the court(s) in which the corporation was convicted, and the disposition of each matter.

\_\_\_\_\_

\_\_\_\_\_

8. Has the corporation had a lease, license or permit for the use or possession of property from the City of New York within the last 5 years? If yes, specify the address(es) of the property and the dates of the lease, license or permit.

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

\_\_\_\_\_

\_\_\_\_\_

Applicant's

Name \_\_\_\_\_ Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot/s \_\_\_\_\_

9a. Has the corporation defaulted on any of its obligations relating to any lease, license or permit for this property? If yes, specify the reason for the default.

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

\_\_\_\_\_

\_\_\_\_\_

9b. Has the corporation defaulted on any of its obligations relating to **any** lease **at any time** with the City of New York? If yes, specify the reason for the default.

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

\_\_\_\_\_

\_\_\_\_\_

10a. Has the corporation purchased property from the City of New York within the last 5 years? If yes, specify the address of the property and date you bid and/or purchased this property.

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

\_\_\_\_\_

\_\_\_\_\_

10b. Does the corporation have a mortgage with the City of New York? If yes, specify the property associated with this mortgage.

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

\_\_\_\_\_

\_\_\_\_\_

11. Has the corporation defaulted on any of its obligations relating to the bid/purchase and/or mortgage of this property? If yes, specify the details.

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

\_\_\_\_\_

\_\_\_\_\_

12. Has the corporation ever defaulted on any local, state, or federal government contract? If yes, specify the details.

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

\_\_\_\_\_

\_\_\_\_\_

13. Has the corporation ever been barred from bidding or declared not responsible by a local, state, or federal government agency, entity or authority? If yes, please explain.

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

\_\_\_\_\_

\_\_\_\_\_

Applicant's

Name \_\_\_\_\_ Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot/s \_\_\_\_\_

14. If corporate entity, are you in arrears on payments of any Federal, City or State of New York taxes, fees or charges?

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

\_\_\_\_\_  
\_\_\_\_\_

15. Has the corporation declared bankruptcy with the last (5) years?

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

\_\_\_\_\_  
\_\_\_\_\_

Please provide two (2) bank references:

**BANK REFERENCES**

Bank Name (1) \_\_\_\_\_ Bank Name(2) \_\_\_\_\_

Bank Address \_\_\_\_\_ Bank Address \_\_\_\_\_

Account # \_\_\_\_\_ Account # \_\_\_\_\_

Name on Account \_\_\_\_\_ Name on Account \_\_\_\_\_

Type of Account \_\_\_\_\_ Type of Account \_\_\_\_\_

Applicant's

Name \_\_\_\_\_ Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot/s \_\_\_\_\_

We understand that the City of New York (the City) will rely on the truthfulness of this disclosure statement and any financial statements, representations of net worth and credit information statements submitted as part of my bid (The Statement) in determining my eligibility to lease property. The City may obtain a credit report(s) on me in connection with this application or any lease or occupancy relating thereto. If asked, the City will inform this corporation whether it has obtained a credit report and the name of the credit bureau.

I hereby authorize the release of information to the Deputy Commissioner or designee of the New York City Department of Citywide Administrative Services, Division of Real Estate Services pertaining to applicant's payment of taxes, fees, charges or other obligations to the United States government and the City and State of New York by the appropriate agents of said governmental bodies.

I understand that this lease application and bid packet may be rejected by the City of New York. I further acknowledge that the property will not be used for any illegal purposes. I agree that if anything arises which changes any of the statements I have made, I will promptly notify the Division of Real Estate Services in writing.

This Statement and all documents pertaining to the bid submission are intended to be a written instrument as defined in Article 175 of the Penal Law, and I understand that any false statement may be punishable as a Class E felony. If the Division of Real Estate Services discovers any material misrepresentation, omission or false statement, the Division of Real Estate Services will not grant me the right to lease, and I may be prohibited from leasing City-owned property.

\_\_\_\_\_  
1) Individual's Name (print)

\_\_\_\_\_  
1) Individual's Name (print)

\_\_\_\_\_  
2) Individual's Signature

\_\_\_\_\_  
2) Individual's Signature

Sworn to and subscribed before me this  
\_\_\_\_ day of \_\_\_\_\_, 200\_\_

Sworn to and subscribed before me this  
\_\_\_\_ day of \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
Notary Public/Commissioner of Deeds

\_\_\_\_\_  
Notary Public/Commissioner of Deeds

\_\_\_\_\_  
Name of Entity (Print)

\_\_\_\_\_  
Name of Officer/Title

\_\_\_\_\_  
Signature of Officer

Sworn to and subscribed before me this  
\_\_\_\_ day of \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
Notary Public or Commissioner of Deeds

\_\_\_\_\_  
Affix Corporate Seal

Applicant's  
Name \_\_\_\_\_ Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot/s \_\_\_\_\_

**RESOLUTION OF THE BOARD OF  
DIRECTORS OF CORPORATION**

Upon motion duly made, seconded and voted upon,

**BE IT RESOLVED** that the corporation was authorized to execute the lease from the City of New York pertaining to the property known as Block \_\_\_\_\_ Lot(s) \_\_\_\_\_, in the Borough of \_\_\_\_\_, designated as Parcel # \_\_\_\_\_ in the Public Lease Auction Brochure for the auction held on \_\_\_\_\_, 200\_\_\_\_, for a price of not less than \$ \_\_\_\_\_ (the "Upset Price") upon the terms and conditions set forth in the lease, a copy of which together with any special terms and conditions are made part of the aforesaid Public Lease Auction Brochure; and

**BE IT RESOLVED** that \_\_\_\_\_, President, and/or \_\_\_\_\_, Vice President, and each or either of them (or their authorized designee/s) is/are hereby authorized and directed to make any required deposits and to execute the lease and take such other action and execute such other documents as may be necessary or desirable to consummate the aforesaid lease on behalf of the corporation.

The above is certified to be a true copy of a resolution duly adopted by the Board of Directors of \_\_\_\_\_ Corporation at a meeting thereof, duly called, on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, at which meeting a quorum was present.

\_\_\_\_\_  
Secretary

Corporate Seal:

Applicant's  
Name \_\_\_\_\_ Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot/s \_\_\_\_\_

**INCUMBENCY CERTIFICATE OF SECRETARY**

I, \_\_\_\_\_, the Secretary of \_\_\_\_\_,

EIN# \_\_\_\_\_ certify that from my examination of the minute book and other pertinent records of said corporation now in my possession, and of my knowledge, the following persons are officers of said corporation and that the following are their true signatures:

PRESIDENT: \_\_\_\_\_  
(Print or Type) (Original Signature)

\_\_\_\_\_  
(S.S. #) (% Ownership)

VICE-  
PRESIDENT: \_\_\_\_\_  
(Print or Type) (Original Signature)

\_\_\_\_\_  
(S.S. #) (% Ownership)

SECRETARY: \_\_\_\_\_  
(Print or Type) (Original Signature)

\_\_\_\_\_  
(S.S. #) (% Ownership)

TREASURER: \_\_\_\_\_  
(Print or Type) (Original Signature)

\_\_\_\_\_  
(S.S. #) (% Ownership)

IN WITNESS WHEREOF, I have hereto set my hand and affixed the seal of \_\_\_\_\_  
of New York, on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

\_\_\_\_\_  
Secretary

**(CORPORATE SEAL)**

**CORPORATE FINANCIAL STATEMENT**  
 (Please provide additional pages, if necessary)

**BALANCE SHEET**

**Assets**

**Current Assets**

Cash and temporary cash investments	\$ _____
Accounts receivable less allowance for doubtful accounts	\$ _____
Inventories	\$ _____
Prepaid expenses	\$ _____

**Total Current Assets** \$ \_\_\_\_\_

**Investments and other assets**

Investments in and advances to jointly-owned companies	\$ _____
Other assets	\$ _____

**Property, plant and equipment, at cost**

Land	\$ _____
Buildings	\$ _____
Machinery and equipment	\$ _____
Less accumulated depreciation	\$ _____

**Total Assets** \$ \_\_\_\_\_

**Liabilities and Share owner's Equity**

**Current Liabilities**

Accounts payable:	\$ _____
Trade	\$ _____
Affiliated companies	\$ _____
Outstanding checks	\$ _____
Accrued maturities	\$ _____
Income taxes	\$ _____
Current maturities of long-term debt	\$ _____

**Total Current Liabilities** \$ \_\_\_\_\_

**Long-term debt**

\$ \_\_\_\_\_

**Share owners equity**

Common shares	\$ _____
Additional paid-in capital	\$ _____
Retained earnings	\$ _____

**Total Liabilities and Share owners Equity** \$ \_\_\_\_\_

Applicant's  
Name \_\_\_\_\_ Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot/s \_\_\_\_\_

**CORPORATE FINANCIAL STATEMENT CONTINUED**  
(Please provide additional pages, if necessary)

**INCOME STATEMENT**

Net Sales	\$ _____	
Cost of Products sold		\$ _____
<b>Gross Profit</b>		\$ _____
Selling and administrative expenses		\$ _____
<b>Earnings from operations</b>		\$ _____
Other revenues		\$ _____
Interest and debt expense		\$ _____
<b>Earnings before income taxes</b>		\$ _____
Income taxes		\$ _____
<b>Net Earnings</b>		\$ _____

I certify that the above information is to the best of my knowledge correct.

\_\_\_\_\_  
**Signature**

