

# Minimally Attached Moveable Property Questionnaire

Legal Name of the Organization: \_\_\_\_\_

Project ID and Award Description: \_\_\_\_\_

Award Amount: \_\_\_\_\_

Minimally Attached Moveable Property is moveable property that is attached to the Real Property in any manner. Such forms of attachment include but are not limited to attachment through the application of bolts, plaster, cement, nuts, screws or nails.

If any of the Moveable Property will be Minimally Attached Moveable Property and attached in **ANY MANNER**, please answer the following questions:

1. Does the Project include any Minimally Attached Moveable Property that will be attached to Real Property in **ANY MANNER**?

Yes

No

If **Yes**, complete the rest of the questionnaire.

Please provide the following information in relation to the property where the minimally attached equipment will be located:

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

Block: \_\_\_\_\_

Lot: \_\_\_\_\_

Is this property:

Owned by your organization (attach a copy of the deed)

Leased by your organization (attach a current copy of the lease agreement)

Is the property encumbered by any mortgage or financing? (provide a list of lenders)

2. If the Project involves Minimally Attached Moveable Property that will be attached to Real Property in **ANY MANNER**, is the proposed City capital funding for the Moveable Property Project at least \$250,000 at each location with the Minimally Attached Moveable Property?

Yes

No

If **No**, the City will not provide funding.

3. If the Project involves Minimally Attached Moveable Property that will be attached to Real Property, is such Moveable Property easily transportable and reusable at minimal cost in another location if the City is forced to take possession of such Moveable Property?

Yes

No

If **No**, the City will not provide funding.

If **Yes**, what is the estimated cost to remove and reinstall the Minimally Attached Moveable Property at another location? \_\_\_\_\_

If **Yes**, please describe how the Minimally Attached Moveable Property is transportable and reusable at minimal cost, and the basis for the estimated cost.

4. If the Project involves Minimally Attached Moveable Property, describe in detail how such Moveable Property will be attached. Please provide a diagram or photo (on a separate page), if available, that clearly illustrates the nature and degree of attachment.

5. If the Project involves Minimally Attached Moveable Property to be located in Real Property that the Organization leases, please provide a letter (use the **Personalty Letter for Landlords** from the DDC NRP website) from the owner of such Real Property that states that the specific Minimally Attached Moveable Property requested herein, will not be considered part of the Real Property and will not be subject to such lease.

If the Project includes Minimally Attached Moveable Property to be located in Real Property that the Organization leases, and no such letter is provided, the City will not provide funding.

6. If the Project includes Minimally Attached Moveable Property to be located in Real Property that the Organization leases, there must be at least five (5) years remaining on the lease term (excluding any unexercised renewal options) from the date of disbursement of City funding for the Project, except that if the Project consists solely of computer hardware, software, networks, and information technology systems, there must be at least three (3) years remaining on the lease term (excluding any unexercised renewal options) from the date of disbursement of City funding.

Is the remaining lease term at least 5 years (or 3 years for projects solely consisting of computer hardware, software, networks, and information technology systems)?

Yes                      No                      N/A

If **Yes**, please provide the lease. If **No**, provide an acknowledgment agreeing to a lease extension.

7. If there are any mortgage holders and other lienholders on the building, have they provided a letter (use the **Personalty Letter for Lenders** from the DDC NRP website) stating that the specific Minimally Attached Moveable Property requested herein, will **not be considered part of the Real Property** and will not be subject to such mortgage or lien?

Yes                      No                      N/A

If **Yes**, please provide such current acknowledgment(s).

If **No**, the City will not provide funding.

8. Are there any loans directly or indirectly financed by HUD? Please note that if HUD has a lien on the Real Property, please submit evidence that HUD's lien will be subordinated to the City's lien on the Minimally Attached Moveable Property (rather than completely excluding the Moveable Property from HUD's lien).

Yes                      No                      N/A

On behalf of the above-mentioned organization, I hereby affirm that the information and attachments included with this form are accurate and up-to-date.

**SIGNATURE OF FUNDING RECIPIENT'S  
DULY AUTHORIZED REPRESENTATIVE:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Note: If your organization has any questions about the completion of this form, please reach out to the DDC project manager assigned to your organization's DDC NRP project.