

RFQ Application Checklist

***Applicants please ensure application is submitted in order with the items listed below.***

Applicant Name: \_\_\_\_\_  Non-For-Profit or  For-Profit

Property Management Entity Name: \_\_\_\_\_

**Cover Letter**

**Financial Statements**

- Compiled Financial Statements: cash flow, balance sheet, and income statement for prior 3 full years; or
- Audited Financial Statements: cash flow, balance sheet, and income statement for prior 3 full years; and
- YTD operating statement

**Form 1: Applicant Description and Reference Forms**

- Fill out complete form

**Form 2: Residential Development Experience**

- Answer "All" # Residential Experience Questions (Word/ PDF)
- Fill out Property Experience Development Chart in assigned order (Excel)  
(Other excel spreadsheets will not be accepted).

**Form 3: Residential Management Experience**

- Only Managing Agent must answer "All" # Management Questions (Word/ PDF)
- Fill out Property Management Property List (Excel)  
(Other excel spreadsheets will not be accepted).

**Form 4: Applicant Property Listing**

- Property Listing Chart (Excel)

**Form 5: Assets Statement (for-profit only)**

- If applicable, for-profit Applicants shall also submit a completed Assets Statement, Form 5, for at least one principal.

**Form 6: Application Letter**

- Application Letter to Assistant Commissioner (Dated and Signed).

**Required for Submission:**

- Hard copy of complete application
- USB Flash drive with RFQ application (PDF) and Excel Charts

I hereby certify that the documentations submitted are complete and accurate.

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

\_\_\_\_\_  
Date: