



City of Dallas
Public/Private Partnership Program
Project Description/Application

NAME OF PROJECT

Date Completed

Attached as part of this package are the following:

CHECK

- Financial Statements (last two years)
- Federal Income Tax Returns
- Articles of Incorporation or Partnership Agreement
- Documents showing Control of Property
- Property Description Information
- Exhibits Describing Property Improvements
- Request for Taxpayer ID Number
- Company Profile

Application Preparer Information

Name

Title

Address

Phone #

FAX #

Contact Information

1. Has the applicant made application for abatement of the value of real property improvements/personal property associated with this project to any other taxing jurisdiction or city? Yes No

If yes, please provide the following information on each pending application:

Name of Jurisdiction _____
Date of Application _____
Date of Public Hearings (if required) _____
Action Taken by Jurisdiction (if any) _____

2. Is the Applicant applying for any of the following?

- Smart Jobs
 State Enterprise Zone
 Industrial Development Bond
 Manufacturing Assistance
 SBA 504
 Other _____

3. Signatory Information

A. Applicant

Company _____
Name _____
Title _____

B. If Applicant does not own property

Name on Deed _____
Name _____
Title _____

4. Applicant's Address

A. For Purposes of Notice:

Person/Title _____
Company _____
Address _____
State/Zip _____

B. Project Site Address:

Person/Title _____
Company _____
Address _____
State/Zip _____

5. Legal Counsel (for purposes of City/Developer contract review):

A. Applicant (if applicable)

Firm Name _____
Address _____
Contact Person _____
Phone Number _____

B. Property Owner (if applicable)

Firm Name _____
Address _____
Contact Person _____
Phone Number _____

Company Information

6. Applicant is a: sole proprietorship corporation partnership

7. If Applicant is a corporation:
please provide copy of Articles of Incorporation
and complete the following:

A. State of Incorporation: _____

B. Date of Incorporation: _____

C. Is Applicant authorized to do business in Texas? Yes No

If Yes, furnish a copy of certificate to do business in the State of Texas issued by the Office of the Secretary of State.

D. Applicant is a publicly or privately held corporation.

E. If publicly held, how and where is stock traded? _____

F. List the following information for each officer and director of the Applicant:

Name	Title	Address	Telephone
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. If Applicant is a partnership:
please provide copy of Partnership Agreement
and complete the following:

A. Date of partnership agreement: _____

B. Applicant is a general or limited partnership.

C. Has Applicant done business in the State of Texas? Yes No

If Yes, please state date, location, and type of business conducted:

D. List the following information for each general or limited partner:

Name	Address	Telephone
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Financial Information

10. Applicant's Financial Statements

The Applicant, owner-corporations of Applicant, and any person or business entity guaranteeing the performance of the Applicant must attach a complete report, prepared in accordance with generally accepted accounting practices, reflecting current financial condition. The report must include audited balance sheets and annual income statements for each of the two most recent years (note: if Financial Statements are **unaudited**, submit last two years' Federal Income Tax Returns).

11. Applicant's Surety Information

Has any surety or bonding company ever been required to perform upon your default?

Yes No

If yes, attach a statement naming the surety or bonding company, date, amount of bond, and the circumstances surrounding said default and performance.

12. Applicant's Bankruptcy Information

Have you ever been declared bankrupt? Yes No

If yes, state date, court jurisdiction, under which bankruptcy chapter, amount of liabilities, and amount of assets.

Tax Information

13. Applicant's Prior or Pending Litigation

Provide on attached sheets detailed information regarding prior or pending litigation, liens, or claims against the Applicant, as they pertain to Applicant's experience with the development of real estate.

14. Applicant's Tax Payment Information

Is the Applicant current on all payment of taxes (i.e., City, County, School, payroll, sales, etc.?)

Yes No If not, please explain.

15. Applicant's Federal Income Tax Information

A. Tax ID Number: _____

B. Location of IRS Center where Federal Income Tax returns filed: _____

If Financial Statements provided under #9 above are **unaudited**, submit Federal Income Tax Returns for the last two years.
Prepare attached W-9 Form.

Project Information

16. Primary SIC or NAICS codes for project facility _____

17. Project Description

Provide brief narrative describing nature of business activities (products/services) to be conducted at project address.

18. Investment Information

A. Size of Property in acres: _____

B. Property Purchase Price: _____

C. On-Site Real Property Private Construction Cost _____
Include as an attachment (label Exhibit "C1") a detailed list of on-site private construction costs associated with construction, renovation, or expansion.

D. New Tangible Business Personal Property Cost at Project Site _____
New Tangible Personal Property Depreciation Rate _____
Include as an attachment (label Exhibit "C2") a detailed list of tangible personal property costs including furniture, fixtures, machinery, equipment, etc.

E. Public Improvements Costs _____
Include as an attachment (label Exhibit "C3") a detailed list of expenditures for necessary public improvements such as streets, drainage, water, waste water, etc.

19. Project Expense Schedule

A. Expense

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Real Property Improvements	_____	_____	_____	_____	_____	_____	_____
Leased BPP	_____	_____	_____	_____	_____	_____	_____
Owned BPP	_____	_____	_____	_____	_____	_____	_____
Construction Labor	_____	_____	_____	_____	_____	_____	_____

B. Estimated construction start-date: _____

C. Estimated construction completion date: _____

D. Estimated amount of construction employment (direct + indirect): _____

Operations

20. Operation Overview

- A. Estimated hiring start-date: _____
- B. Estimated operations start-date: _____
- C. Square footage of facility _____
- D. Gross revenue (per Year) _____
- E. Value of taxable inventory _____
- F. Percent of budget spent locally _____
- G. Dollar amount inventory subject to taxes _____

21. Utility Information:

- A. Volume of treated water (Gallons Per Day): _____
- B. Volume of effluent to be treated (Gallons Per Day): _____
- C. Electricity usage per day (kW): _____
- D. Natural gas usage per month: _____

22. Sales Tax Information

- A. Dollar amount of purchases made by project site subject to City of Dallas sales tax: _____
- B. Dollar amount of sales made by project site subject to City of Dallas sales tax: _____

23. Tourism

- A. Estimated number of visitors to the new facility from outside the region each year: _____
- B. Average stay of visitor (days): _____

24. Employee Information

- A. New full-time Jobs to be **Created** in Dallas: _____
- B. Existing full-time Jobs to be **Retained** in Dallas: _____
- C. Full-time Jobs to be **Relocated** to Dallas _____
- D. **TOTAL** jobs at facility: _____
- E. Number of employees currently living in Dallas _____
- F. Number of employees relocating to Dallas _____

G. Description of occupational types at new facility. Please identify types related to professional, administrative, technical, clerical, service producing, goods producing occupations, etc. Continue on separate sheet if necessary:

<u>Job Class:</u>	# of Employees	Hours/Year	Avg. Hourly Earnings (excluding benefits)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Applicant's Control of Project Property

25. If the Applicant owns the project site, indicate:

A. date of purchase: _____

B. mortgagee(s): _____

C. balance of existing mortgage(s): _____

D. submit copies of promissory note(s), deed(s) of trust and deed(s) for each mortgage.

26. If the Applicant has a contract or option to purchase the project site, indicate:

A. date purchase/option contract signed: _____

B. closing/expiration date: _____

C. submit a copy of purchase/option contract(s).

27. If the Applicant will lease the project site:

A. Include copy of signed lease agreement

Indicate the following:

B. Legal Name of Owner as noted on Deed(s):

C. (Party to City/Developer Contract) _____

D. Name of Signatory for Contract: _____

E. Owner's Address: _____

F. (for purposes of notice) _____

Assurance Regarding

Conflicts of Interest or Gifts to Public Servants

Conflict of Interest.

To the best of my knowledge, no City of Dallas Council member, no member of a City board of commission, nor any City employee would have any financial interest, direct or indirect, in any assistance which may be provided to the Applicant or its affiliates for the project described herein.

Gifts to Public Servants.

I also understand that the City may immediately terminate any contract to provide assistance for the project described herein if the Applicant has offered, conferred or agreed to confer any benefit upon a City employee or official, that the City employee or official is prohibited by law from accepting. A "benefit" is understood to mean anything reasonably regarded as economic gain or economic advantage, including benefit to any other person in whose welfare the beneficiary is interested.

ASSURANCE:

Signature:

Applicant's Authorized Representative

Name and

Title:

Address:

Telephone:

Property Description Information

1. **ONE SET** of all of the documentation specified herein must be attached to this Property Description (partial submissions are not acceptable, and will not be processed):
2. The following information must be reviewed and approved by the City's Land Surveyor **PRIOR** to placing any project on a City Council meeting agenda.
3. Attach this sheet (checked off) with the information specified below:

- 1. Metes & Bounds Description** from a state Registered Professional Land Surveyor on 8¹/₂ x 11 inch bond paper (label Exhibit "A").
- 2. Copy of recorded deed(s)** to the current owner(s) of the tract(s) of land involved, stamped with the volume and page.
- 3. Copy of recorded parcel plat(s)** locating the tract(s) of land, and showing the nearest street intersection or recorded addition corner, stamped with the volume and page.
- 4. Locator map** on 8¹/₂ x 11 inch bond paper—not necessarily to scale—generally indicating the subject property boundaries, and including readily recognized reference points (label Exhibit "B").
- 5. List of Property Improvements** - label as Exhibit C and use form provided in the following example.

**EXHIBIT "C"
(EXAMPLE)**

**TAX ABATEMENT AGREEMENT
WITH
COMPANY NAME**

LIST OF IMPROVEMENTS:

Scope of work: Relocate existing **COMPANY NAME** offices and **TYPE** operation to the location at **ADDRESS**. Scope will include but not be limited to:

REAL PROPERTY IMPROVEMENTS:

1. **Land Improvements:**
 Estimated Cost.....\$000,000

2. **Building Improvements:**
 Estimated Cost.....\$000,000

- TOTAL REAL PROPERTY IMPROVEMENTS**.....\$000,000

PERSONAL PROPERTY IMPROVEMENTS:

1. **Machinery & Equipment:**
 Estimated Cost.....\$000,000

2. **Furniture & Fixtures:**
 Estimated Cost.....\$000,000

- TOTAL PERSONAL PROPERTY IMPROVEMENTS:**.....\$000,000

COMPANY PROFILE

- 1. Parent Company Name/

- 2. Address (if applicable):

- 3. Dallas Name/Address:

- 4. Chief Executive Officer:

- 5. Principal type of business:

- 6. Annual Revenue for most recent year:

- 7. Annual Sales:

- 8. Total Number of Employees in US:

- 9. Number of jobs to be retained in Dallas:

- 10. Number of jobs to be created in Dallas:

- 11. Description of business locations in Dallas:

- 12. Has the company ever done business with the City of Dallas?

- 13. Is the company current on all taxes due to the City of Dallas?
