



CHATTANOOGA LAND BANK AUTHORITY
Application for Property Development

Application Instructions

Please read all instructions carefully before completing this application.

- All applications must be submitted to **Megan Miles via email at mmiles@chattanooga.gov** with the subject line **“Chattanooga Land Bank Authority - Application.”**
- All required forms and attachments must be completed and submitted together as a single electronic file. Incomplete applications may be delayed or disqualified. If an item does not apply, indicate “N/A.”
- This is a competitive application process. The Chattanooga Land Bank Authority is not obligated to dispose of property to any applicant, including the highest-scoring applicant. Each proposal will be evaluated solely on its own merit.
- If you are responding to multiple Requests for Proposals, a separate application must be submitted for each.
- **All applications must be received by 5:00 p.m. Eastern Standard Time on January 12th, 2026.**

Submittal Requirements

All applications must include the following materials. Incomplete submittals may not be reviewed.

Application

- Completed application form
- Signed certification form

Required attachments / supplemental information:

- Certificate of Existence from the Tennessee Secretary of State (current within 12 months)
- Photos and documentation of similar projects
- Resumes and biographical information of development team
- For general contractors, license number and Certificate of Existence (current within 30 days)
- Preliminary drawings and plans
- Development budget with proposed sources and uses
- Evidence of financing

Section I: Applicant Information and Eligibility

- List property address(es) for which you are submitting an application. This proposal must include all addresses listed on the RFP:

- Complete the following information:

Applicant Name and Title	
Organization or Company Name	
Address	
City, State, Zip	
Telephone	
Email	
Secondary Contact Name (if applicable)	
Tax ID Number	
Entity Year of Formation	
Applicant Type (check one)	<input type="checkbox"/> LLC <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture <input type="checkbox"/> Corporation ATTACHMENT REQUIRED: Please attach Certificate of Existence (current) from the Tennessee Secretary of State.

- Has your company received a tax exempt status from the IRS?
 Yes No

ATTACHMENT REQUIRED: If yes, attach a copy of approval letter from the IRS.

4. Provide the names of all officers and any direct or indirect shareholders or members owning 10% or more interest. State the role that each principal will play in the development of the site.

Shareholder or Member Name	% of Ownership or Interest	Entity type		Role in Proposed Project
		<input type="checkbox"/> LLC	<input type="checkbox"/> Partnership	
		<input type="checkbox"/> Sole Owner	<input type="checkbox"/> Joint-Venture	
		<input type="checkbox"/> 501(c)3	<input type="checkbox"/> Corp	
		<input type="checkbox"/> LLC	<input type="checkbox"/> Partnership	
		<input type="checkbox"/> Sole Owner	<input type="checkbox"/> Joint-Venture	
		<input type="checkbox"/> 501(c)3	<input type="checkbox"/> Corp	
		<input type="checkbox"/> LLC	<input type="checkbox"/> Partnership	
		<input type="checkbox"/> Sole Owner	<input type="checkbox"/> Joint-Venture	
		<input type="checkbox"/> 501(c)3	<input type="checkbox"/> Corp	
		<input type="checkbox"/> LLC	<input type="checkbox"/> Partnership	
		<input type="checkbox"/> Sole Owner	<input type="checkbox"/> Joint-Venture	
		<input type="checkbox"/> 501(c)3	<input type="checkbox"/> Corp	

5. Has any principal identified above OR any organization in which any principal is or was a GP, corporate officer, or owns 10% or more been subject to any of the following?

Applicants responding “yes” to any of the following questions **may be ineligible**. If you respond “yes,” please provide a brief explanation on a separate page.

	Yes	No
Owned property that is or has been brought to tax foreclosure sale in the past seven years?	<input type="checkbox"/>	<input type="checkbox"/>
Are delinquent on municipal taxes, school taxes, county taxes, water, sewage, or refuse bills?	<input type="checkbox"/>	<input type="checkbox"/>
Have un-remedied code violations or unfulfilled state and local fines on properties owned in part or in full?	<input type="checkbox"/>	<input type="checkbox"/>
Been barred for doing business with, or otherwise not in good standing with the City of Chattanooga, the State of Tennessee, the Chattanooga Housing Authority, or the U.S. Department of Housing and Urban Development?	<input type="checkbox"/>	<input type="checkbox"/>

In the past five years, have any judgments resulting in a lien against real estate owned by applicant or co-applicant to this RFP?	<input type="checkbox"/>	<input type="checkbox"/>
In the past five years, owned property which has a history of being a site for criminal activity or subject to disruptive properties ordinance prosecutions during ownership?	<input type="checkbox"/>	<input type="checkbox"/>
Has violated previous agreements with the Land Bank or City of Chattanooga or relinquished ownership of properties previously acquired from the Land Bank or City of Chattanooga?	<input type="checkbox"/>	<input type="checkbox"/>

6. Has any principal or related organization received property from the City of Chattanooga (purchase or donation)?

If yes, list addresses and current project status. Applicants must be in compliance with all development agreements with the City of Chattanooga or the Land Bank to be eligible for property donation.

Section II: Experience and Capacity

1. Development Experience

Complete the table below to summarize your organization's past and current development projects. Include all projects completed or underway within the past five years. Add additional pages if needed.

ATTACHMENT REQUIRED: Photos and other documentation of completed projects similar in size and scope to your proposed project. Applicants must have completed at least two comparable projects to be eligible.

Project Address					
Type for sale or rental, single or multifamily, owner-occupied rehab, rental rehab					
Sources of funding					
# of units and sq. footage					
Project Start Date					
Project End Date					
Applicant's Role					
Reference Contact (name/title/phone)					
Total Development Cost					
Sales Price or Rent					
Do you accept Housing Choice Vouchers?					

2. Future Project Pipeline

Complete the chart below to summarize your organization's planned future projects.

Project Address					
Type for sale or rental, single or multifamily, owner-occupied rehab, rental rehab					
Financing secured? If yes, indicate sources of funding					
# of units					
Anticipated Start Date					
Anticipated End Date					
Applicant's Role					
Reference Contact (name/title/phone)					
Anticipated Sales Price or Rents per unit size					
Will you accept Housing Choice Vouchers?					

3. Proposed Development Team

List all members of your proposed development team (e.g., developer, architect, general contractor, consultant, realtor, housing counselor, etc.).

ATTACHMENTS REQUIRED:

- **Resumes or biographical materials for all team members**
- **General contractor's license and Certificate of Existence confirming eligibility to practice in Tennessee**

Role	Years of Experience	Name	Email & Phone

4. Describe your organization's capacity to carry out the proposed project, including financial resources, staff capacity, construction management, and marketing or outreach experience. If responding to more than one RFP, describe how you will manage multiple projects simultaneously.

5. Describe your proposed development schedule. Projects should expect to receive building permits within twelve (12) months of receiving the property and receive a Certificate of Occupancy within eighteen (18) months of breaking ground.

Section III: Project Description

1. Describe in detail the project you propose. Include number and type of units, estimated square footage, number of bedrooms/bathrooms per unit, parking, and key amenities.

ATTACHMENT REQUIRED: Preliminary site plan, sketch, or rendering (architectural drawings not required)

2. Describe how the design of your project will enhance neighborhood character and contribute to long-term vitality. Address elements such as building materials, façade articulation, porches/balconies, accessibility, stormwater management, and energy efficiency. Will you engage an architect? If not, explain how design quality will be ensured.

3. Describe how the proposed project meets zoning requirements. How does your project maximize site potential? Identify any zoning variances or special approvals that may be required.

4. What unique insights do you have about this community and its needs? How is your project and development approach well-suited to meet those needs?

5. All for-sale units must be reserved for **first-time homebuyers earning at or below 120% of Area Median Income (AMI)** for a period of **15 years**. The maximum sales price per unit is **\$230,000**. Explain how your project will meet or exceed these affordability requirements. Describe how you will market the property to income-qualified homebuyers or renters, verify buyer income, and ensure first-time homebuyer eligibility. Will you partner with any housing counseling agencies or neighborhood organizations?

6. Describe your project's anticipated financial structure and access to capital. Discuss the reasonableness of your budget and identify confirmed or pending funding commitments.

ATTACHMENTS REQUIRED:

- **Copy and attach *Development Budget and Sources* worksheet.**
- **Provide proof of necessary financing.**

Certification and Acknowledgement

By signing below, I certify that:

1. I have no City tax, water, or other delinquencies on any property located in the City of Chattanooga where I have an ownership interest. The Applicant may be in a current payment agreement to resolve such delinquencies.
2. I have no outstanding violations of the property maintenance code or other codes regarding properties located within the City of Chattanooga wherein I have an ownership interest. A violation is not considered outstanding if there is an agreement with the City to come into compliance.
3. I am not an employee or an immediate family member of an employee of the City of Chattanooga, including a spouse, parent, stepparent, in-law, grandparent, sibling, child, or stepchild.
4. I am not in breach of any development agreement with the City of Chattanooga or the Chattanooga Land Bank Authority.
5. If I am submitting this application on behalf of an entity, I make the above certifications on behalf of the entity and all Related Parties.
6. To the best of my knowledge, the information provided in this application is true and accurate.

By signing below, I acknowledge the following:

1. The Chattanooga Land Bank Authority may verify any information provided, at its discretion, including contacting third parties.
2. Submission of this application does **not** guarantee award of property or funding.
3. The Chattanooga Land Bank Authority reserves the exclusive right to decide whether to engage in transactions with any applicant.

Signature: _____

Date: _____

Printed Name: _____

Title: _____