



*We build a C.A.R.I.N.G community -  
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## **Real Estate Application**

### Fineview and Perry Hilltop Citizens Councils

**Purpose:** This application process has been established by the Fineview Citizens Council (FCC) and the Perry Hilltop Citizens Council (PHCC) to structure how private individuals and/or developers can obtain ownership of properties under site control and/or ownership of FCC or PHCC. Interested parties must complete the application and provide detailed documentation about their plans for the property. Proposals should be consistent with the community's efforts and complement the [Community Plan](#) and [Affordable Housing Plan](#). For more information about our organizations and how we recycle our properties, please visit our website at [www.ourfuturehilltop.org](http://www.ourfuturehilltop.org).

#### **Who May Respond:**

Any individual or company with relevant development experience is eligible to apply. Respondents will be required to demonstrate the following;

- financial capacity
- experience and team to accomplish the properties acquisition, renovation and sustainability.

#### **Selection:**

Applications will be evaluated by the FCC/PHCC Housing Working Group. If the Housing Working Group approves the application, it will then be presented to the respective Board of Directors for final approval. Inquiries should be directed to Nancy Noszka at 412.228.0153 or via email [nancy@ourfuturehilltop.org](mailto:nancy@ourfuturehilltop.org).

#### **Application Format**

- 1) **Project Narrative:** briefly describe (maximum 3 pages) the key elements of your plans. State the goals and projected outcome for the real estate you are proposing to purchase and develop. Include your approach to meeting those goals, relevant experience, and identification of the parcels you are interested in. Additional comments are welcome, but please make sure to include answers to the following:
  - a) Name, Address, Phone Number and Email
  - b) Name, address of employer, your title/position
  - c) Address of property you are applying for with Lot & Block number
  - d) Proposed purchase price for properties that will be acquired.

- e) Relevant experience with addresses
  - f) Future Ownership Structure of the property
  - g) Future Occupancy – Owner Occupied or Rental? If rental, will you accept Housing Choice Vouchers from the Housing Authority of the City of Pittsburgh?
  - h) Number of units, bedrooms, square footage and rent levels
  - i) Renovation Budget including materials and labor, acquisition costs, down payment
  - j) If rental, provide rent roll and operating expenses
  - k) Copy of the current occupancy certificate and zoning
- 2) **Conceptual site plan:** Identify any exterior changes to the structure, additions, demolition, lot lines, driveways, zoning changes if required. Identify parking locations. Please include photographs if possible.
- 3) **Evidence of Financial Capacity:** Include evidence of financial capacity for both the purchase and rehabilitation of the property. This may include one or more of the following:
- a) Balance Sheet or Personal Financial Statement for the company or principals.
  - b) Copy of two years Tax Return
  - c) Copy of a bank or brokerage statement for company or principals.
  - d) Commitment letter or line of credit from a lender
- 4) **For Developers: Project Organization and Staffing:** Summarize the qualifications of key personnel and/or development team assigned to this project. Include recent experience that is directly applicable to this project, a project organizational chart and resumes of the personnel assigned to the project. Also include information about any project partners that will have more than 20% interest in the development. If you have identified other vendors such as a general contractor or architect, you may wish to include information on these firms. Discuss your experience in developing real estate. Before and after photographs, property addresses, list and selling prices, tenure of ownership, etc. are helpful.
- 5) **Applications are Due:** Requests to purchase property from FCC OR PHCC will be reviewed monthly, on the first Monday of the month. Applications (with all required documents) are due on or before the last Monday of the month. Address questions prior to submitting at least 3 days before the (expand)

<p>Perry Hilltop Citizens Council          2344 Perrysville Avenue          Pittsburgh, PA 15214          Attention: Nancy Noszka</p>	<p>Fineview Citizens Council          P.O. Box 6602          Pittsburgh, PA 15212          Attention: Nancy Noszka</p>
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Or by email: [nancy@ourfuturehilltop.org](mailto:nancy@ourfuturehilltop.org) Subject Line: Real Estate Proposal



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I \_\_\_\_\_ (applicant or applicant's representative) hereby state that the facts above are true and correct to the best of my knowledge, information and belief and understand that the statements herein are made subject to the penalties of 18 Pa.C.S. sec. 4904 relating to unsworn falsification to authorities. I understand that this application is not a commitment to convey property to the applicant.

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

Acceptance of Terms:

The properties will be conveyed without any entitlements or warranty on the suitability of the property for redevelopment. It will be the responsibility of the purchaser(s) to undertake any necessary due diligence or inspections. Applications should include a proposed acquisition price for the requested properties. The condition and potential for the properties varies significantly. Most structures are in poor condition, all need complete rehabilitation. No assessment of any structural or environmental conditions has been completed for any of these properties. Properties will be sold as-is. Access to the interiors will be arranged, if necessary.

The seller reserves the right to sell the property with restrictive covenants maintaining the affordability of the property. The seller may require a Right of Refusal on the property.

I \_\_\_\_\_ (applicant or applicant's representative) hereby accept the terms of sale and understand that there is a possibility that the property will be sold with restrictive covenants.

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

Title: \_\_\_\_\_