



Developer Tips

How to partner with PRA

If you are a developer looking to do business with the PRA, these tips are for you!

Here are some important policies and procedures to remember:

Land Disposition Policies

- PRA sells all property in accordance with the City's Land Disposition Policies. Those policies can be found at www.philadelphialandbank.org, click on Resources, then Disposition.
- The policies require publicly owned property to be competitively advertised under most circumstances.
 - **EXCEPTIONS:**
 - Properties sold to nonprofit entities that are furthering the Division of Housing and Community Development or City Planning Commission plans, goals and initiatives for building sustainable and opportunity-rich communities.
 - Properties that would be a part of the Philadelphia Land Bank's Side Yard program.
 - A private entity wishes to purchase a publicly-owned property in order to complete an assemblage, where that entity already owns 75% of the development site.
 - A business wishes to expand their business on a publicly-owned property adjacent to or across the street from their existing business.

**Refer to the policies for a full list of exceptions and eligibility discounted pricing.*

Applying for Property

- PRA will only sell properties to qualified applicants. In order to be a qualified applicant you must apply for a property in one of two ways:
 - Submitting an Expression of Interest from the Philadelphia Land Bank's (PLB) website
 - Responding to a Request for Proposals or Request for Bids posted on PRA's website.
- All qualified applicants will be required to submit a Property Application, which must include a description of the project, budgets, and plans and drawings.

Letters of Support and Site Control

- PRA will only provide letters of support, letters of site control, or other similar documents once it has selected the developer in accordance with the Land Disposition Policies.
- PRA will not support an applicant applying for financing (including financing from Division of Housing and Community Development) or tax credits on a PRA-owned property for which PRA has not formally reviewed and approved selection of the applicant.
- PRA's review process typically takes minimum of 60 days.

Properties Listed on the PLB Website

- The PLB website lists all publicly owned properties that are available for sale.
- Properties shown as unavailable on the PLB site may be already under sales agreement, under negotiation with a developer selected in accordance with the Land Disposition Policies, or being actively prepared for a Request for Proposals or Request for Bids.

Reservations and Options

- When a developer is selected in accordance with the Land Disposition Policies, PRA may issue that developer a Reservation Letter or Option Agreement prior to entering into a contract with that developer.
- Reservation and Option agreements are typically for one-year, used to allow the selected developer to carry out due diligence.

Tax Clearance and Open Violations

- PRA does not do business with any individual or entity who is noncompliant on City obligations or who has open L+I violations. PRA extends this policy to related parties and entities.
- PRA may make administrative exceptions for applicants who are current in a payment plan with Department of Revenue or in active appeal; for applicants who are actively appealing violations or bringing violations on recently purchased property into compliance; and when violations are minor.
- When applying for a property you will be required to fill out and certify as complete and correct, a form listing all individuals and entities associated with the applicant, as well as real estate in Philadelphia owned by these individuals and entities.
- PRA may carry out a search with Department of Revenue and L+I to verify compliance at any time during the process, and shall withhold advancing an applicant at any stage in the process (including postponing or canceling settlement) if the applicant is unable to become compliant within a reasonable period of time.

If you have any further questions about PRA's policies and procedures please feel free to reach out to contactus@pra.phila.gov.