



# Request for Proposals (RFP)

Custodian for loans, mortgages, and other assets

Attachment A

## How to Complete the Tax Status & Public Disclosure Forms

### *Open and Save Form*

1. Click on the “Tax Status & Public Disclosure Forms” hyperlink listed on <http://www.phila.gov/pr/buyingProperty.html> under “Forms.” This will open the form in your internet browser.
2. Save the document to your computer by either:
  - a. Right clicking on the document, selecting “Save As,” and saving to a desired location on your computer.

**OR**

- b. Hovering your mouse over the bottom right-hand corner of the browser page showing the form, clicking on the “Save” icon, and saving to a desired location on your computer.



3. Navigate to the location where you saved the form on your computer, and open the document.

### *Complete document – if you do not have Adobe Acrobat Pro*

1. The document will open in the PDF viewing software that you have installed on your computer.
  - a. If you do not have a PDF viewing software, you may download the PDF viewing software, Adobe Reader, for free by going to <http://get.adobe.com/reader/>.
  - b. If your computer’s operating system does not support a PDF viewing software, you may print the form, complete it by hand, and skip to step 7 below.
2. Using the PDF viewing software, fill out the form by typing your responses into the highlighted fields.
  - c. Note: this software will not allow you to complete the signature lines on pages 1 and 5.
3. Print out the form, and sign in the “signature” lines on pages 1 and 5.
4. Scan the completed document and email to [property.info@pra.phila.gov](mailto:property.info@pra.phila.gov) OR mail the completed document to

Philadelphia Redevelopment Authority  
ATTN: EOI Intake  
1234 Market Street, 16th Floor  
Philadelphia, PA 19107

### *Complete document – if you do have Adobe Acrobat Pro*

1. Open the document in Adobe Acrobat Pro, and fill out the form by typing your responses into the highlighted fields. On pages 1 and 5, you will be prompted to electronically sign the form. If you do not have an electronic signature on file, it will prompt you to create one.
2. Upon completing all fields, click on the button in the middle of page 5 that says “click here to submit your form via email,” and use your email provider to submit the form to [property.info@pra.phila.gov](mailto:property.info@pra.phila.gov).

# PHILADELPHIA TAX STATUS CERTIFICATION REQUEST

## CITY OF PHILADELPHIA DEPARTMENT OF REVENUE

Provide EOI  
Tracking Number:

REQUESTER:  PHA  PHDC  PIDC  PPA  PRA  OTHER \_\_\_\_\_

Taxpayer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Taxpayer Trading As: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Address: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

1. Are you a Registered Taxpayer?  YES  NO

If so, provide your Federal Employer Identification Number here: \_\_\_\_\_

If so, provide your Philadelphia Business Tax Account Number here: \_\_\_\_\_

If so, provide your Social Security Number here: \_\_\_\_\_

2. Are you presently delinquent in any City of Philadelphia or Philadelphia School District taxes?  YES  NO

If so, what tax and amount owed? \_\_\_\_\_

3. Are you presently delinquent in Water and Sewer charges?  YES  NO

If so, amount owed: \$ \_\_\_\_\_

4. Have you ever been sued by the City of Philadelphia or the Philadelphia School District?  YES  NO

Have you declared bankruptcy?  YES  NO

If so, list date and nature of lawsuit or filing date of bankruptcy petition: \_\_\_\_\_

5. Are you involved in any other business activity?  YES  NO

If so, list company name(s) and account number(s) here: \_\_\_\_\_

6. Do you own real estate?  YES  NO

If so, list address(es) here, or on the back of this form: \_\_\_\_\_

I hereby affirm that the information provided above is true and correct to the best of my knowledge, information and belief; said affirmation being made subject to the penalties prescribed by 18 Pa. C.S.A. Sec. 4904 relating to unsworn falsification to authorities.

Name: (Please Print) \_\_\_\_\_

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

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

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

**REAL ESTATE OWNED BY TAXPAYER**

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## CONFLICT OF INTEREST

All applicants are required to comply with federal, state and local regulations prohibiting conflicts of interest. The regulations concern the following groups of people:

- A. Employees, consultants, officers, or elected or appointed officials of the City of Philadelphia or Philadelphia Redevelopment Authority.
  
- B. Employees, consultants, or officers of any organization or business receiving federal, state or local funds or participating in a government housing program (including, but not limited to, Philadelphia Housing Development Corporation, Philadelphia Industrial Development Corporation and city-funded non-profits housing entities).

1. Are you now, or have you been during the preceding year, in one of the categories (A or B) described above?

YES       NO

2. Is any member of your family or your spouse's family now, or have they been during the preceding year, in one of the categories (A or B) described above?

(Family members include spouses, parents, brothers, sisters, or children).

YES       NO

If yes, please state the nature of your relationship and briefly describe your family member's duties or title with respect to the organization or business.

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3. Is any person with whom you have a business relationship, or with whom you have had a business relationship during the preceding year, in one of the categories (A or B) described above? (A person with whom you have a business relationship includes your employees, partners, shareholders, officers or directors).

YES       NO

If yes, please state the nature of your relationship and briefly describe that person's duties or title with respect to the organization or business.

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## CONFLICT OF INTEREST

4. Does or will any person in one of the categories (A or B) described above have any interest in any contract for materials or services related to the project or property for which you are applying?  YES  NO

Briefly describe the nature of that person's interest in the contract for materials or services.

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## ADDITIONAL DISCLOSURES

1. Do you own any property that is subject to any significant unresolved violation of City codes and ordinances?  YES  NO

2. As a property owner, have you been involved in Philadelphia tax foreclosure proceeding in the last five years?  YES  NO

3. Have you or any member of your development team been convicted of any felony within the past five years?  YES  NO

4. Are you listed as an owner of record on the Philadelphia District Attorney's list of land that has been confiscated due to criminal activity?  YES  NO

5. Has the developer or its principals been a developer, stockholder, officer, director, trustee, or partner (LLC) in any other development projects with the Philadelphia Redevelopment Authority, or the City of Philadelphia, or the Philadelphia Housing Development Corporation?  YES  NO

If yes, provide the following information:

Project Name	Date	City Agency	Agency Role
1.			
2.			
3.			
4.			
5.			

*Please include any additional projects on a separate sheet.*

## CERTIFICATION

I do hereby declare that I have filed the foregoing Statement of Interest and do hereby certify that the statements made in the foregoing Statement are true and correct to the best of my knowledge, information, and belief. I understand that false statements made herein are subject to the penalties of the Act of December 6, 1972, PLI 1482, No. 334, as amended, 18 PA. C. A 4904, relating to unsworn falsification to authorities.

Signature \_\_\_\_\_

Print/Type Name \_\_\_\_\_

Date \_\_\_\_\_

**NOTICE: The Philadelphia Redevelopment Authority is subject to the Pennsylvania Right to Know Law. Any information provided in any of the foregoing documents may be subject to disclosure to the public.**

### INTERNAL USE ONLY

Check for outstanding License & Inspection violations:

No outstanding violations.

Outstanding violations: \_\_\_\_\_

\_\_\_\_\_