**Call for Expressions of Interest for**

**Repair and Leasing Scheme (RLS)**

**Appendices Only**

Please refer to the full version of the Housing Agency’s “Call for Expressions of Interest for Repair and Leasing Scheme (RLS)” document for details of the EOI, before completing the document below.

# APPENDIX 1 SUBMISSION CHECKLIST

**Please note that you should complete the appropriate checklist depending on whether a response to the Expressions Of Interest or a Pre-Planning Enquiry is intended.**

**Expressions Of Interest Submission**

**The following documentation is required:**

|  |  |  |
| --- | --- | --- |
| **No** | **Item** | **Included Y/N** |
| **1.** | Signed Declaration (Appendix 2) |  |
| **2.** | EOI Form completed and signed (Appendix 3) |  |
| **3.** | Site Location Map |  |
| **4.** | Proof of ownership or proof you are in the process of acquiring |  |
| **5.** | Planning Permission if applicable |  |
| **6.** | Rent Valuation with comparables (see 4.1.5) |  |
| **7.** | Proof of at least one year’s vacancy prior to date of submission |  |

**Declaration:**

I/we have reviewed the requirements as set out in the Expressions Of Interest and confirm that all required documentation is included in our/ my submission

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# APPENDIX 2 MINIMUM REQUIREMENTS AND DECLARATION

**Minimum Requirements**

**Part 1**

A proposer must meet all of the minimum requirements for its submission to be eligible for evaluation.

1. Declaration of Eligibility

To be considered for selection a proposer must comply with the eligibility requirements set out below:

1.1. A proposer who has been the subject of a conviction by final judgment for one or more of the reasons listed below shall be excluded from further consideration:

(a) Participation in or membership of a criminal organisation; or

(b) Corruption; or

(c) Fraud; or

(d) Money laundering; or

(e) Terrorist financing.

1.2. A proposer shall be excluded from further consideration who is subject to bankruptcy or insolvency procedure or process, as follows:

1. the proposer is bankrupt or the subject of a bankruptcy petition; or
2. the proposer, being a body corporate, is being wound up or the subject of proceedings for compulsory winding up; or
3. the proposer’s affairs are being administered by a court; or
4. the proposer is the subject of proceedings in which it is sought to

have the proposer’s affairs so administered; or

1. the proposer has entered into an arrangement with creditors; or
2. the proposer has suspended business activities; or
3. the proposer is, in the opinion of the Housing Agency, in any situation analogous to any of those mentioned in subparagraphs (a) to (f) under a law of the State, another member state of the European Union or a third country relating to bankruptcy or insolvency of a kind specified in subparagraphs (a) to (f).

1.3. A proposer may be excluded from further consideration:

(a) who has been found guilty of professional misconduct by a competent authority that is authorised by law to hear and determine allegations of professional misconduct against persons that include the proposer; or

(b) who has committed grave professional misconduct provable by means that the Housing Agency can demonstrate; or

(c) who has not fulfilled an obligation to pay a social security contribution as required by a law of the country or territory:

(i) where the proposer ordinarily resides, or carries on business; or

(ii) in Ireland; or

(d) who has not fulfilled an obligation to pay a tax or levy imposed by or under a law of the country or territory:

(i) where the proposer ordinarily resides, or carries on business; or

(ii) in Ireland; or

(e) who has provided a statement or information to the Housing Agency knowing it to be false or misleading or has failed to provide to the Housing Agency a statement or information that is reasonably required by Housing Agency.

1.4. Each proposer must provide details in its Declaration of Eligibility where any of the paragraphs of this section 1.3 applies to it.

**Part 2**

**Declaration of Eligibility**

The following declaration must be completed and signed by the authorised representative of the proposer and submitted along with the submission.

Declaration

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Name]

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Proposer’s name]

hereby declare that none of the grounds for exclusion listed in the Declaration of Eligibility for the Proposal(s) I am submitting for the Repair and Leasing Scheme apply.

And

That none of the grounds detailed in paragraph 1.3 of Part 1 Appendix 2 applies save in respect of:

[provide full details to include any pending or threatened litigation or any other legal proceedings or regulatory investigations pending or threatened into the affairs of the proposer]

I declare that I have taken all reasonable measures to confirm that this information is true and accurate as of this date.

For and on behalf of the proposer:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Part 3**

**General Declaration**

Declaration

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Name]

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Proposer’s name]

hereby declare that any proposal / development submitted under this Scheme is not subject to any other State funding, nor has any other State funding been applied for in respect of this proposal / development.

For and on behalf of the proposer:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

# APPENDIX 3

# EXPRESSION OF INTEREST FORM

|  |  |
| --- | --- |
| **Section 1: Proposer Details** | |
| **Proposer Name:** |  |
| **Contact Name:** |  |
| **Address:** |  |
| **Direct Telephone No:** |  |
| **Contact Email Address:** |  |
| **Tax Clearance Certificate Number and**  **Expiry Date:** |  |
| **Section 2: Proposer Profile** | |
| **1. Proposer type:**  *Tick box*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Individual |  | Sovereign wealth fund |  | Bank |  | | Private equity fund |  | Limited company |  | REIT |  | | Pension fund |  | DAC |  | Special Purpose Vehicle |  | |  |  | QIF |  | Investment bank |  | |  |  | Other – specify below |  |  |  | | |

|  |  |
| --- | --- |
| **Section 2: Proposer Profile** | |
| **2. Individual / Proposer Name** |  |
| **3.Corporate Structure:**  Please provide details of corporate structure (if applicable). |  |
| **4. Proposer team members:**  (If the proposer is working in conjunction with other parties, please detail the names of those parties): |  |
| **5.** Committed funding is a condition precedent for entry into an Agreement for Lease with a local authority. Proposers are required to provide a brief summary of their funding strategy to source committed funding to meet their Agreement for Lease and lease obligations, to include, without limitation, delivery of homes and delivery of services under the lease |  |
| **6. Brief proposer profile**  This should include details of proposer’s current activities:  *Please highlight what in your view is relevant activity* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please select either Lot 1 or Lot 2 by ticking the appropriate box.**  **Lot 1** - Conversion of vacant residential homes.  Repair and Leasing up to a maximum of **25 years** for the standard discount  (15/20%). Proposals should be for a minimum of 5 homes in any one  proposal. An interest free loan of up to €80,000 (including VAT) is available  per home in order to bring the home up to the required rental standards.  The cost of the loan will be deducted from the monthly rental payments.  Homes must be within one local authority area but homes in more than one  location within the particular local authority area will be considered.  Please note, current scheme criteria mean Lot 1 excludes proposers who can fund or access funding to carry out the works.  **Lot 2**: Conversion of vacant commercial/institutional properties, such as –   * vacant commercial properties * vacant units associated with a commercial property (for example, over the shop) * vacant institutional buildings * unfinished developments which have been vacant for a significant period of time   Proposals should be for a minimum of 5 homes in any one proposal.  Homes must be within one local authority area but homes in more than  one location within the particular local authority area will be considered.  The requirement that the property owner or purchaser is unable to fund  the works is removed for the above categories of homes. A loan of up  to €80,000 (including VAT) is available for each individual home provided.  For example, where a vacant former shop is converted into 4 units, a loan of  up to €320,000 is available. Lot 2 above is open to all proposers, regardless  of whether they can fund or have access to funding to carry out works. | | |  | |
|  | **Section 3: Detailed Proposals for Scheme** | | | | |
|  | **7. Proposal Overview**  Please give overview of your proposal. This should include, but not limited to the number, type and location of homes, how it is felt that the proposal provides for a sustainable community, tenure mix in the area/development.  *You should pay attention to the detail listed in Sections 6 and 7 of the Expression of interest (EOI)* |  | | |
|  | **8.Programme Delivery**  Please give details of the timeframe for the delivery of the homes clearly setting out dates when homes will be available for tenanting and the timing of works (if any) required to deliver the homes. |  | | |
|  | **9. Address for the Proposed Units**  Please provide the address (with Eircode if available) for the proposed units/ development you are proposing to bring back into use via Repair and Lease. |  | | |
|  | **10. Number and Type of Units**  Please state:   * Total number of units in the proposed development * Number of homes in the submission (i.e. number of homes to be leased to the local authority under RLS). * Type of homes in the submission (number of each type should be stated) * 1-bedroom homes * 2-bedroom homes * 3+bedroom homes |  | | |
|  |
| **11. Open Market Rent**  **(See Section 4.1 of the EOI)**  a) Please state the monthly Open Market Rent, itemised per property type in **Appendix 4** below.  As per Section 4 of the EOI, the open Market Rent is to be evidenced by a rent valuation report prepared by a qualified valuer, (being a member of IPAV or of the Society of Chartered Surveyors Ireland or of such body of professional valuers or surveyors as shall for the time being have undertaken in Ireland the functions in the activity of property valuation currently performed by said institute or society) to evidence the Open Market Value per property type by referencing to three (3) recent comparable homes in the relevant area for each property type | | | | |
| **12. Planning Status/Evidence that the proposed homes are compliant with all planning and building regulations**  Any additional information should be referenced here and attached to the submission. | |  | | |

|  |  |
| --- | --- |
| **Section 4: Other information** |  |
| **If you wish to include any other information with your Submission, please do so as an appendix to this form.** |  |

**Proposer name BLOCK CAPITALS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposer signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position held**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# APPENDIX 4 Open Market Rent

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| --- | --- | --- | --- |
| **Number** | **Address** | **Property Type** | **Open Market Rent** |
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