



Rialtas na hÉireann  
Government of Ireland

# Enhanced Long Term Social Housing Leasing Scheme

# Book of Appendices

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## Appendix 1

# Proposal Checklist

The following documentation is required:

	Included Y/N
1. Signed Declaration (Appendix 2)	<input type="text"/>
2. Proposal Form completed and signed (Appendix 3)	<input type="text"/>
3. Site Location Map, 1:1000 in built up areas and 1:2500 in all other areas	<input type="text"/>
4. Proof of ownership	<input type="text"/>
5. Planning Permission (Planning Permission Confirmation Letter)	<input type="text"/>
6. Layout and maps of development/proposed properties, 1:200	<input type="text"/>
7. Rent Valuation with comparables (see 4.1.5)	<input type="text"/>
8. Part V Compliance (Confirmation of Agreement)	<input type="text"/>
9. Construction/Delivery Programme	<input type="text"/>
10. If delivery is through the acquisition of a property or existing portfolio has proof of vacancy been included (See 5.2.7)	<input type="text"/>
11. If delivery is from existing portfolio has evidence being provided regarding funding arrangements (See 5.2.7(iii)(j))	<input type="text"/>

### Declaration

I/we have reviewed the requirements as set out in this document and confirm that all required documentation is included in our/my Proposal.

Signed:

Signed on behalf of:

## Appendix 2

# Minimum Requirements and Declaration

### Part 1: Minimum Requirements

A Proposer must meet all of the Minimum Requirements for its Proposal 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:
  - a. the Proposer is bankrupt or the subject of a bankruptcy petition; or
  - b. the Proposer, being a body corporate, is being wound up or the subject of proceedings for compulsory winding up; or
  - c. the Proposer's affairs are being administered by a court; or
  - d. the Proposer is the subject of proceedings in which it is sought to have the Proposer's affairs so administered; or
  - e. the Proposer has entered into an arrangement with creditors; or
  - f. the Proposer has suspended business activities; or
  - g. 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.

## Appendix 2

# Minimum Requirements and Declaration

### 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 Proposal.

#### Declaration

I FULL NAME

of PROPOSER'S NAME

hereby declare that none of the grounds for exclusion listed in the Declaration of Eligibility in this document applies.

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:

# Appendix 3

## Proposal Form

### Section 1: Proposer Details

Proposer Name:

Contact Name:

Address:

Direct Telephone Number:

Contact Email Address:

Tax Clearance Certificate Number:

Tax Clearance Certificate Expiry Date:

DDMMYYYY

Address of Proposal:

### Section 2: Proposer Profile

#### 1. Proposer Type

Please tick as appropriate.

Investment bank	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	QIF	<input type="checkbox"/>	Special Purpose Vehicle	<input type="checkbox"/>
Private equity fund	<input type="checkbox"/>	Sovereign wealth fund	<input type="checkbox"/>	Other – specify below	<input type="checkbox"/>	Individual	<input type="checkbox"/>
Pension fund	<input type="checkbox"/>	Limited company	<input type="checkbox"/>	Bank	<input type="checkbox"/>		
Insurance company	<input type="checkbox"/>	DAC	<input type="checkbox"/>	REIT	<input type="checkbox"/>		

## Appendix 3

# Proposal Form

### Section 2: Proposer Profile (continued)

#### 2. Corporate Structure

Please provide details of corporate structure, including Certificate of Incorporation, constitutional documents, if available, equity ownership (including names and addresses of shareholders), any guarantors. (Any additional information should be referenced here and attached to the Proposal).

#### 3. Proposer Team Members

(If the Proposer is working in conjunction with other parties please detail the names of those parties).

#### 4. Financial Advisors

(If applicable specify the name of your financial and/or corporate advisors).

#### 5. Brief Proposer Profile

This should include details of Proposer's current activities. Please highlight what in your view is relevant activity.

#### 6. Proposal Overview

Please give overview of your proposal. This should include, but not limited to the number, type and location of properties, how it is felt that the proposal provides for a sustainable community, tenure mix in the area/development.

#### 7. Delivery Strategy

Please state how the properties are to be delivered i.e. acquisition / new build / vacant existing properties.

# Appendix 3

## Proposal Form

### Section 3: Detailed Proposals for Scheme

#### 8. Programme Delivery

Please give details of the timeframe for the delivery of the properties clearly setting out dates when properties will be available for tenancing and the timing of works (if any) required to deliver the properties.

#### 9. Number and Type of Properties

Please state

Number of properties in the development:

Number of properties included in this proposal:

Type of properties (number of each type should be stated)

1 bedroom properties:

3 bedroom properties:

2 bedroom properties:

4+ bedroom properties:

#### 10. Distribution of Properties

Please provide details of where within the development the properties will be located, highlighting the tenure mix in areas where the properties are located.

#### 11. Proposed Rent

a) Please state the Proposed Rent amount in Euros itemised per property type.

b) Please state the monthly Open Market Rent, itemised per property type.

c) Please state the percentage of the Open Market Rent that each of the Proposed Rents represents.



## Appendix 3

# Proposal Form

### Section 3: Detailed Proposals for Scheme (continued)

**12. Details of how the Repair and Maintenance obligations over the 25 years period will be met**

Any additional information should be referenced here and attached.

**13. Planning Status/Evidence that the proposed properties are compliant with all planning and building regulations**

Any additional information should be referenced here and attached.

**14. If applicable, please indicate the status of the utility connections to the proposed properties**

**15. Please provide evidence of compliance with Part V of the Planning and Development Acts**

**16. Evidence, if appropriate, of a percentage of universal design properties**

This should include number and type of properties and the location of the properties in the development.

# Appendix 3

## Proposal Form

### Section 4: Other Information

If you wish to include any other information with your Proposal, please do so as an appendix to this form.

Please provide details of any specific funder requirements.

Proposer name:  
BLOCK CAPITALS

Proposer signature:

Position held:

Date:

DD

MM

YYYY

## Appendix 4

# Funder Support Letters (Templates)

### Template A: Equity Provider Support Letter

Ms. Claire Feeney,  
Housing Agency,  
53 Mount Street Upper,  
Dublin 2.

#### Enhanced Long Term Social Housing Leasing Scheme (the "Project")

Dear Ms. Feeney,

(the "**Equity Provider**") is pleased to provide this letter, in support of  
's Proposal on

(the "**Proposal**") for the Project Under the Enhanced Leasing Scheme. Capitalised terms used in this letter have the same meanings as are attributed to them in the Enhanced Leasing Scheme Terms and Conditions documentation.

The Equity Provider confirms that:

- (a) we have received the approval to underwrite the provision of the level of equity to the Proposer up to a maximum of  
€  
(b)

Yours faithfully,

**To be signed by the authorised representative for each Equity Provider**

## Appendix 4

# Funder Support Letters (Templates)

### Template B: Funder Support Letter (existing facilities)

Ms. Claire Feeney,  
Housing Agency,  
53 Mount Street Upper,  
Dublin 2.

#### Enhanced Long Term Social Housing Leasing Scheme (the “Project”)

Dear Ms. Feeney,

are pleased to provide this letter, in support of  
Proposal  
(the “**Proposal**”) for the Project under the Enhanced Leasing Scheme. Capitalised terms used in this letter have the same meanings as are attributed to them in the Enhanced Leasing Scheme Terms and Conditions documentation.

In support of the Proposal, we confirm the following:

- a. we have completed our due diligence in support of its Proposal (which the  
has confirmed to us complies with the requirements of the Enhanced  
Leasing Scheme), subject only to the items in this letter;
- b. we have had a relationship with the for years and provide  
term facilities of € (amount in words);
- c. as of the date of this letter, sufficient headroom exists within these term facilities which are available to the  
to fund the Project. Specifically, €  
(amount in words) have been ring-fenced for sole use in respect of this  
Project;
- d. as of the date of this letter the is in full compliance  
with the terms of all banking facilities available to it. Furthermore, there are no impediments to the  
drawing these ring-fenced term facilities to fund the  
construction of the Project.

This letter is intended for your exclusive use and may not be relied upon or used by any other person. This letter is provided on the condition that the contents will be treated as strictly private and confidential and shall not be disclosed or quoted in whole or in part to any person other than the Housing Agency, the Minister and/or their respective advisers.

Yours sincerely

## Appendix 4

# Funder Support Letters (Templates)

### Template C: Funder Support Letter (new debt facility(ies))

Ms. Claire Feeney,  
Housing Agency,  
53 Mount Street Upper,  
Dublin 2.

#### Enhanced Long Term Social Housing Leasing Scheme (the “Project”)

Dear Ms. Feeney,

are pleased to provide this letter, in support of  
Proposal

(the “**Proposal**”) for the Project under the Enhanced Leasing Scheme. Capitalised terms used in this letter have the same meanings as are attributed to them in the Enhanced Leasing Scheme Terms and Conditions documentation.

In support of the Proposal, we confirm the following:

- a. we have completed our due diligence sufficient to enable us to approve in principle debt facilities to the in support of its Proposal (which the has confirmed to us complies with the requirements of the Enhanced Leasing Scheme), subject only to the items in this letter;
- b. we have had a relationship with the for years and and we have in principle approval to make available term facilities of € (amount in words) for sole use in respect of this Project;
- c. as of the date of this letter the is in full compliance with the terms of all banking facilities available to it.

This letter is intended for your exclusive use and may not be relied upon or used by any other person. This letter is provided on the condition that the contents will be treated as strictly private and confidential and shall not be disclosed or quoted in whole or in part to any person other than the Housing Agency, the Minister and/or their respective advisers.

Yours sincerely

## Appendix 4

# Funder Support Letters (Templates)

### Template D: Principal Bank Support Letter<sup>1</sup>

Ms. Claire Feeney,  
Housing Agency,  
53 Mount Street Upper,  
Dublin 2.

#### Enhanced Long Term Social Housing Leasing Scheme (the “Project”)

Dear Ms. Feeney,

are pleased to provide this letter, in support of  
Proposal

(the “Proposal”) for the Project under the Enhanced Leasing Scheme. Capitalised terms used in this letter have the same meanings as are attributed to them in the Enhanced Leasing Scheme Terms and Conditions documentation.

In support of the Proposal, we confirm the following:

- a. we are the principal account bank(s) of  
and have had a relationship with the  
for years;
- b. as of the date of this letter has €  
(amount in words) of cash balances available to it which are free  
and clear of any restrictions;
- c. as of the date of this letter the has €  
(amount in words) ringfenced and available in support of its Proposal  
for the sole purpose of meeting its obligations under the project; and
- d. as of the date of this letter the is on full compliance  
with the terms of all our banking facilities available to it.

This letter is intended for your exclusive use and may not be relied upon or used by any other person. This letter is provided on the condition that the contents will be treated as strictly private and confidential and shall not be disclosed or quoted in whole or in part to any person other than the Housing Agency, the Minister and/or their respective advisers.

Yours sincerely

<sup>1</sup> To be one of the principal account banks identified in the annual financial statements of the Proposer. Where the Proposer group consists of more than one member, a letter in respect of each member is required. The Proposer may be asked to provide a refresh of the letter(s) in the same or substantially the same terms at a date on or prior to financial close.

## Appendix 5

# Step-By-Step Process Guidelines

### Stage 1: Assessment (indicative minimum timeframe 20 working days)

Actions	
1.1	Proposer checks the eligibility of their proposal for the scheme. Proposer prepares and submits Proposal Form with the required documentation to Housing Agency.
1.2	HA carry out initial check of the Proposal for completeness and compliance.
1.3	HA sends details of the proposal to the Local Authority for consideration under the two Criteria as set out in Section 11.
1.4	<p>If the proposal is deemed suitable and passes the two criteria then the HA engages with the LA on the proposed rent levels.</p> <p>If a Proposal fails to pass Criterion 1 (Suitability for Social Housing) (Section 11.2) the Proposal will not be considered further.</p> <p>If the Proposal fails to pass Criterion 2 (Appropriateness for the Scale of the Proposal) (Section 11.2) because the number of properties is too high, the HA will advise the Proposer and give them an opportunity to adjust their Proposal within a fixed period of time.</p> <p>If no adjustment is made or it is not to the satisfaction of the LA, the Proposal will not be considered further, and the Proposer will be advised accordingly.</p>
1.5	HA sends Proposed Rents and supporting valuation reports to the Local Authority for review. If rents are accepted, then the proposal will move to the Due Diligence phase of the process.
1.6	If Local Authority does not accept Proposed Rents and alternative Proposed Rents are either not put forward by the Proposer or not accepted by the Local Authority, as further described in Section 10.2 of the main document, the HA, with the agreement of the Proposer and at the Proposer's cost, engages the Independent Valuer to determine the Open Market Rent. Proposer is then advised of Independent Valuer's determination as to the Open Market Rent(s). Proposer then submits revised Proposed Rents, calculated by reference to the Open Market Rent(s) determined by the Independent Valuer. The Proposal proceeds to the Due Diligence phase of the process.

### Stage 2: Pre-AFL (indicative minimum timeframe 30 working days)

Actions	
2.1	Proposer must submit the requested information to the HA.
2.2	HA with assistance from its advisors and in consultation with the relevant Local Authority, coordinates due diligence of the Proposal i.e. legal title, financial due diligence, management structure Due diligence, tax clearance etc.
2.3	HA prepares coordinates execution versions of Agreement for Lease and Lease.
2.4	HA to coordinate Local Authority's approval from the Department for project, including final funding approval.
2.5	Agreement for Lease signed by parties.

## Appendix 5

### Step-By-Step Process Guidelines (continued)

#### Stage 3: Pre-Lease and Lease (indicative minimum timeframe 25 working days)

Actions	
<b>3.1</b>	Proposer finalises delivery of properties as per target date and informs Local Authority and HA of completion.
<b>3.2</b>	Local Authority surveyor carry out inspection of properties.
<b>3.3</b>	Sign off on properties between Local Authority and Proposer.
<b>3.4</b>	Lease is released, as per agreed mechanism, from escrow.
<b>3.5</b>	Rental payments commence as per the terms of the Lease.



## Appendix 6

# Committed Financing

### Debt Facilities Details – Financing Terms

The Proposer must provide evidence of committed financing prior to execution of an Agreement(s) for Lease. The Proposer must provide details of all substantive financing terms agreed with funders (debt and/or equity), including (where applicable):

Identity of funders

Type and purpose of facility

Amounts to be provided/  
committed by each funder

Terms and conditions  
attaching to the facility

Availability period

Drawdown terms, repayment  
terms and final maturity date

Interest rates

Margins and fees

Hedging arrangements

Conditions precedent  
to drawdown

Financial covenants

Events of default

Representations, warranties  
and indemnities

Security requirements

Any other relevant information

## Appendix 7

# Business Plan and Financial Model

1. The Proposer is required to submit their cashflow financial projections for each year of the Agreement for Lease and Enhanced Lease e.g. if new build proposal please provide cashflows incorporating sources and uses of financing during the construction/delivery period in addition to operational cashflows, if acquiring units please include sources and uses of finance for funding the acquisition in addition to operational cashflows.

Operational (i.e. covering the period of the 25-year Enhanced Lease) cashflow projections should reference all relevant costs, e.g. operational, maintenance, Lifecycle, funding costs (as applicable) etc., required to satisfactorily meet the obligations under the Enhanced Lease.

- 
2. The finance terms included in the Financial Model must be on the terms prescribed by the Proposers' funders as outlined in the Committed Financing section.
- 
3. The rate of inflation applied to the Proposer' costs in the Financial Model are a matter for the Proposer.
- 
4. Where the Proposer is relying on any tax relief which would have the effect of reducing costs, the basis for recognising such relief in the Financial Model must be made clear by the Proposer.
- 
5. The Proposer is not required to obtain an independent audit of the Financial Model at this stage. The Housing Agency reserves the right to request an independent audit of the Financial Model prior to Contract award at the Consortium's expense. Further detail in relation to the model audit (if required) will be provided, the terms of which will be subject to Housing Authority approval and must include a professional indemnity limit in favour of the Housing Authority.
- 
6. The format of the Financial Model is at the discretion of the Proposer, but as a minimum must comply with the following:
    - (i) Compatibility with Microsoft Excel versions 2007 or 2010 for Microsoft Windows;
    - (ii) Express financial projections in Euro (excluding VAT/tax);
    - (iii) Capable of being presented in real and nominal terms;
    - (iv) Where necessary, include a print option macro, so all relevant sections of the Financial Model can be printed without having to adjust the print set-up;
    - (v) Any password protection included in the model must be removed or the password disclosed;
    - (vi) There must be no password protected macros, or hidden rows columns, cells or sheets;
    - (vii) There must be no circular references or balancing numbers and no input numbers in the calculation worksheets.
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