

LETTER OF INTENT SUBMITTAL CHECKLIST

Project Name:	
Project Address & APN:	
Project Manager:	
Proposed Buyer Name & Contact Information	
Proposed Sale Price:	

	<u>Date RCVD</u>	<u>Initial</u>	
<input type="checkbox"/>	_____	_____	1. Letter of Intent (LOI)
<input type="checkbox"/>	_____	_____	2. Buyer Corporate Background & Qualifications
<input type="checkbox"/>	_____	_____	3. List of similar completed projects (include photos, location, and size)
<input type="checkbox"/>	_____	_____	4. Narrative Description of Proposed Project
<input type="checkbox"/>	_____	_____	5. List of 3 References (Private or Public Entity)
<input type="checkbox"/>	_____	_____	6. Proposed Site Plan
<input type="checkbox"/>	_____	_____	7. Concept Drawings or Elevations for Proposed Project
<input type="checkbox"/>	_____	_____	8. Anticipated Project Timeline
<input type="checkbox"/>	_____	_____	9. Proposed Project Pro-forma
<input type="checkbox"/>	_____	_____	10. Statement of Accounts from Bank
<input type="checkbox"/>	_____	_____	11. LOI Package Deemed Approved by Economic Development
<input type="checkbox"/>	_____	_____	12. LOI Package Routed to Community Development Director
<input type="checkbox"/>	_____	_____	13. LOI Evaluated by City Manager's Office
<input type="checkbox"/>	_____	_____	14. LOI To Be Presented at Closed Session Yes or No (Circle One) If yes: _____ (Date)
<input type="checkbox"/>	_____	_____	15. Closed Session Outcome Approved or Disapproved (Circle One)

16. Agreement Being Drafted

MISCELLANEOUS INFORMATION:[illegible]