



Surplus
School Site
**Program
Guide:
Appendix I**

Fall 2024

City of Edmonton
Housing Action Team & Real Estate
edmonton.ca/SurplusSchoolSitesListings

Mandatory Information	
<input type="checkbox"/> Cover Letter	<input type="checkbox"/> Seeking a sale or lease below market value
Site(s) being applied for:	
<input type="checkbox"/> Belmont	<input type="checkbox"/> Blue Quill
<input type="checkbox"/> Kiniski Gardens (north)	<input type="checkbox"/> La Perle (west)
<input type="checkbox"/> Overlanders	<input type="checkbox"/> Summerlea
<input type="checkbox"/> Caernarvon (north)	<input type="checkbox"/> Dunluce
<input type="checkbox"/> Lymburn	<input type="checkbox"/> Miller
<input type="checkbox"/> Wedgewood Heights	
Applicant Information	
<input type="checkbox"/> Copy of Applicant's incorporation information	<input type="checkbox"/> Copy of non-profit/corporate registry search(es)
<input type="checkbox"/> Overview of applicant experience	<input type="checkbox"/> Copies of Audited financial statements
Proposed Development(s) Information / Drawings / Engagement	
<input type="checkbox"/> Project description / built form	<input type="checkbox"/> Total units to be developed
<input type="checkbox"/> Number of affordable units	<input type="checkbox"/> Level of affordability / rental rates and how it applies against MARR
<input type="checkbox"/> Duration / years of affordability	<input type="checkbox"/> Target market for affordable housing
<input type="checkbox"/> Cost estimates	<input type="checkbox"/> Confirmation of other funding sources
<input type="checkbox"/> Confirmation of equity	<input type="checkbox"/> Grant amount sought from the City
<input type="checkbox"/> Financial Assessment Sheet	<input type="checkbox"/> Energy efficiency target
<input type="checkbox"/> Accessibility target	<input type="checkbox"/> Development timelines
<input type="checkbox"/> Site plan(s) (to be attached)	<input type="checkbox"/> Community engagement approach

Supplementary Information That Can Be Provided (Not Mandatory But May Be Requested If An Applicant Is Selected to Proceed)	
<input type="checkbox"/> Developer / Builder Partnership Details (if applicable)	<input type="checkbox"/> Guarantor Documentation (if applicable)
<input type="checkbox"/> Operation and Property Management Experience	<input type="checkbox"/> Information on Existing Housing Portfolio
<input type="checkbox"/> Occupant Selection Process	<input type="checkbox"/> Detailed Site and Building Drawings
<input type="checkbox"/> Letters of Support	<input type="checkbox"/> Experiences of designers, builders, and other building or operating partners on the project

* The above tables are to be used as a reference guide and do not constitute a submission; all supporting documentation must be submitted.