



## Application Submission Instructions

DOCUMENT CHECKLIST to accompany your Purchaser Application Form:

Please read this application form carefully. To be considered, an application must be complete and include the following supporting information. Incomplete applications will not be considered or evaluated. Under extenuating circumstances and at the discretion of The City, applicants may be asked to clarify application material prior to and during the evaluation process.

- **PART 1 - Purchaser Application Form**
- All attachments as per **PART 2 – Required Attachments**
- **PART 3 - Evaluation Methodology**
- **Appendix “A” - Project Proforma**

Each complete application will be reviewed and scored based on Strength of Applicant information collected pursuant to **PART 2 – Required Attachments** and Strength of Project commitments collected pursuant to **PART 3 – Evaluation Methodology**.

The Application deadline is 4:00pm on Thursday, April 25, 2024. No Applications or additional information will be accepted after the deadline. Applications are required to be submitted electronically as PDF files. See below for detailed submission instructions. No hard copy applications will be accepted.

For additional questions regarding the submission of your Non-Market Housing Land Sale application, please feel free to contact:

**Chloe Bunyan**  
Senior Sales Agent  
The City of Calgary  
Real Estate & Development Services  
C: 587-225-0764 F: (403) 537-3099  
[Chloe.Bunyan@calgary.ca](mailto:Chloe.Bunyan@calgary.ca)

Confirmation of receipt of the email package will be sent to all applicants. If you do not receive confirmation of receipt, please contact the Sales Agent.



# Application Submission Instructions

Please find below specific guidance for submitting applications for any of the five (5) non-market housing land sale sites. Each land sale site requires a separate application.

## 1. File Size & Submission Methods

- A. Files smaller than 15 MB can be submitted via email to [Chloe.Bunyan@calgary.ca](mailto:Chloe.Bunyan@calgary.ca). An email may contain multiple files. Due to the City’s email size limitation, the combined attachments should not exceed 15 MB. The non-profit may submit multiple emails for one application.
  
- B. If an applicant anticipates submitting files which may be too large to send via email due to file size, please set up a drop box and provide access to Chloe Bunyan, Senior Sales Agent, RE&DS [Chloe.Bunyan@calgary.ca](mailto:Chloe.Bunyan@calgary.ca) access by the end of the day on Monday, April 15, 2024 at 4 PM MT.

## 2. File Naming Conventions & File Formats

Please follow the instructions for naming conventions and file formats for each part of the electronic submission:

### A. PART 1: Purchaser Application Form

NonProfitName\_SiteAddress\_Part1

*example* - if Calgary Housing Company was applying for 108 Mission Road SW the name of this file should look like:

CalgaryHousingCompany\_108missionroadsw\_Part1.pdf

### B. PART 2: Required Attachments

NonProfitName\_SiteAddress\_Part2\_Attachment1

*example* - if Calgary Housing Company was submitting Required Attachment 1 for 108 Mission Road SW the name of this file should look like:

CalgaryHousingCompany\_108missionroadsw\_Part2\_Attachment1.pdf



## Application Submission Instructions

- Attachments can be submitted as individual files or, if the attachments are smaller in size, multiple attachments can be combined in one file.
- When combining multiple attachments, the combined file size should not exceed 15MB due to email size limitations.
- File naming convention for attachments *example* - if Calgary Housing Company was applying for 108 Mission Road SW the name of the attachment(s) would look like:

CalgaryHousingCompany\_108missionroadsw\_Part2\_Attachment1-6.pdf

### C. PART 3: Evaluation Methodology

NonProfitName\_SiteAddress\_Part3

*example* - if Calgary Housing Company was applying for 108 Mission Road SW the name of this file should look like:

CalgaryHousingCompany\_108missionroadsw\_Part3.pdf

### D. Appendix “A”: Project Proforma

NonProfitName\_SiteAddress\_ProjectProforma

*example* - if Calgary Housing Company was applying for 108 Mission Road SW the name of this file should look like:

CalgaryHousingCompany\_108missionroadsw\_ProjectProforma.xlsx