

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

Secure Tenancy Affordable Rental Scheme \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expression of Interest Application Form and Declaration (Word versions)**

17 July 2023

Contents

[Appendix A – Application Form 3](#_Toc140733224)

[Appendix B: Declaration 7](#_Toc140733225)

##

## Appendix A – Application Form

**Secure Tenancy Affordable Rental investment scheme (STAR)**

**Expression of Interest Application Form**

1. **Proposer Details**

|  |  |
| --- | --- |
| **1.1 Contact Name** |   |
| **1.2 Proposer Entity Name[[1]](#footnote-2)** |   |
| **1.3 Proposer Entity Address**  |   |
| * 1. **Legal nature[[2]](#footnote-3) of Proposer including details of any Consortium Members, Joint Venture Partners[[3]](#footnote-4) or Subsidiaries**
 |   |
| **1.5 Name of Parent Company**  **(if applicable)** |   |
| **1.6 Proposer VAT Number(s)** |   |
| **1.7 Contact Phone Number**  |   |
| * 1. **Contact Email Address**
 |   |
| * 1. **Confirmation that the Proposer agrees in principle to the designation of the Proposed Dwellings for 50 years[[4]](#footnote-5)**
 |   |
| **1.10 Proposer Track Record in delivering and managing rental accommodation** (Please set out high level summary details of the Proposer’s stock of rental accommodation including number of dwellings, location of dwellings and length of time the Proposer has been active in the rental sector) |
|   |

1. **Details of Proposal**

|  |  |
| --- | --- |
| **2.1 Site Address and Eircode**  **and Land Folio Number**  **(if available)** |   |
| **2.2 Google Maps link** |   |
| **2.3 Local Authority Area**  |   |
| **2.4 Planning Reference** |   |
| **2.5 Proposal Status[[5]](#footnote-6)** |   |
| **2.6 Proposer’s relationship to the Proposal[[6]](#footnote-7)** |   |
| **2.7 Proposed Delivery Timeline for the Proposed Dwellings** |   |
| **2.8 Proposed Average Delivery Cost per Dwelling[[7]](#footnote-8)** |   |
| **2.9 Description of Proposed Dwellings[[8]](#footnote-9)**  |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Studio** | **1-Bed** | **2-Bed** | **3-Bed** | **Total Dwellings** |
|  |  |  |  |  |

 |
| **2.10 Proposed Cost Rent for Proposed Dwellings** **(Please note that Proposers are required to include a professional valuer’s valuation to support open market values for the proposed dwellings as set out in the table below)** |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Type** | **Market Rent[[9]](#footnote-10)** | **Proposed Cost Rent** | **% Discount** |
| Studio |  |  |  |
| 1 bed  |  |  |  |
| 2 bed (3 person) |  |  |  |
| 2 bed (4 person) |  |  |  |
| 3 bed  |  |  |  |
| 4 bed  |  |  |  |

 |
| **2.11 Proposed Average STARS investment per dwelling**  |   |
| **2.12 Proposal Total STARS investment in the Proposal** |   |
| **2.13 Data Sharing** | Please tick the box to confirm consent for data to be shared in accordance with the terms of the Scheme  |

1. **Business Plan and Proposed Funding Arrangements**

|  |
| --- |
| **3.1 Preliminary Business Plan:** Please include a Preliminary Business Plan (submit a separate document) setting out the Proposer’s business plan for the delivery, letting, management and maintenance of the proposed dwellings over a 50-year period, in accordance with the provisions set out in Part 3 of the Affordable Housing Act 2021 and related Regulations**.** **The Preliminary Business Plan should be no more than 4 x A4 pages in length.**  |
| **3.2 Proposed Funding Structure and Cost of Funds:** Please set out details of the Proposer’s intended funding structure, including the intended proportion of debt to equity and the intended sources of debt and equity. Please also indicate, based on information available at the time of submission, the cost of debt funding and the minimum return on equity.  |
|   |
| **3.3 Confirmation of Access to Funds:** Please provide preliminary confirmation that debt and equity funding will be available to the Proposer if they are successful in achieving STARS investment funding for the Proposal. The preliminary confirmation should include a letter(s) from an intended funder (provider of debt funding) and a letter from the intended source(s) of equity funding. If the equity funding is available from within the Proposer’s own resources, please include a letter on the Proposer’s headed paper confirming the availability of the internal equity signed by the chief executive officer or chief financial officer.  |
|   |

## Appendix B: Declaration

#

**MINIMUM PROPOSER REQUIREMENTS AND DECLARATION**

**Where a consortium/joint venture of more than one entity is proposed, all parties must complete this declaration.**

**Minimum Requirements**

**Part 1**

A Proposer must meet all the Minimum Requirements for its Proposal to be eligible for evaluation.

1. Declaration of Eligibility

For its Proposal to be considered by the Housing Agency a Proposer (and all entities involved in its Proposal) must ensure that they can sign the Declaration of Eligibility subject to 1.1 to 1.4 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 as per Regulation 57(1) of the European Union (Award of Public Authority Contracts) Regulations 2016 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 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 if it has:

(a) 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) 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) 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) 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 (and all entities involved in the Proposer’s Proposal) 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 Proposal.

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 I am submitting apply

And

that none of the grounds detailed in paragraph 1.3 of Part 1 of this Declaration 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Proposer name should be the name of the legal entity that would enter a Cost Rental Investment and Equity Participation Agreement with the Housing Agency, subject to contract, due diligence and terms and conditions outlined elsewhere in these documents. [↑](#footnote-ref-2)
2. State if entity is a Limited Company, DAC, SPV, Private Equity fund etc. [↑](#footnote-ref-3)
3. Please attach a consortium or JV structure diagram if appropriate. [↑](#footnote-ref-4)
4. Designation under Section 30 of the Affordable Housing Act 2021 subject to a successful application by the Proposer under Section 29. Designation will be a condition precedent if the Proposer is successful in securing STARS funding for the proposed dwellings under the terms of the STARS Scheme. [↑](#footnote-ref-5)
5. Please state if the proposed dwellings are in pre-commencement, under construction, almost complete etc. [↑](#footnote-ref-6)
6. Please state if the proposed dwellings, or the site upon which they are to be constructed, is owned by the Proposer, or if the Proposer has an exclusive agreement to acquire the properties or any other arrangement that exists between the Proposer and the Proposal. [↑](#footnote-ref-7)
7. Average delivery cost per dwelling is to reflect the all in cost of acquiring, constructing, or otherwise delivering the proposed dwellings to a standard ready to occupy by Cost Rental tenants. Please note that fit-out for Cost Rental tenancies is to Housing (Standards for Rented Houses) Regulations 2019 (as amended). For clarity, white goods, floor finishes and window coverings are required but other furnishing is NOT required. [↑](#footnote-ref-8)
8. If the proposed dwellings are a portion of a larger housing development, please briefly describe the overall development as well as the proposed dwellings. The unit breakdown cells are for the proposed dwellings only. [↑](#footnote-ref-9)
9. Please insert the monthly market rents and the proposed monthly Cost Rents. [↑](#footnote-ref-10)