**Appendix B – RFI Submission Form**

***Instructions:***

*Proposers shall use this document as a template to provide responses to Request for Interest #146 Potential Non-Congregate Shelter Sites. Please complete a unique submission form for each property/ site.*

*Send completed Appendix B – RFI Submission Form to* *HSHRealestate@sfgov.org*

*The file name and email subject should include the RFI number (RFI #146).*

1. **Sale of Property**

Are you willing to consider selling/facilitating the eventual sale of this Property?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |       | Possibly |       | No/ Not Applicable |       |

1. **Property Overview**

|  |  |
| --- | --- |
| Address |       |
| Property Name (if any) |       |
| Ownership Legal Name |       |
| Type (*mark one*) | Tourist Hotel       | SRO      | Multi-Family      | Other      |

1. **Contact Info**

|  |  |
| --- | --- |
| Contact Name |       |
| Contact Phone |       |
| Contact Email |       |
| Relationship to Property |       |

1. **Building-specific Information**

|  |  |
| --- | --- |
| Number of Floors |       |
| # of Units/ Rooms (*Total*) |       |
| Access Type | Elevator       | Walk Up       |
| # of Existing Tenants (*if any*) |       |

1. **Additional Property Information**

|  |  |
| --- | --- |
| # Parking Spaces |  |
| ADA Accessible |  |
| Administrative and/or Office Space |  |
| Retail Space |  |
| In-Unit Bathrooms |  |
| In-Unit Kitchens/ Kitchenettes |  |
| Other |  |

1. **Open Format Response** (***Optional, but encouraged***)
2. **Availability of Property**: Please indicate whether you are looking to lease with an option for City to purchase. Also explain your desired timeline, including the soonest you’d be willing to finalize the lease:

|  |
| --- |
|       |

1. **Suitability for Shelter**: Please describe attributes about the Property, including recent renovations, other facilities (laundry, commercial space, additional detail on units/rooms, etc.):

|  |
| --- |
|       |

1. **Other**: Please share any other reasons you feel we should be aware of when considering whether to investigate lease of this Property:

|  |
| --- |
|       |