



## Application Submission Instructions

DOCUMENT CHECKLIST to accompany your Purchaser Application Form:

Please read this application form carefully. To be considered, a submission must be complete and include the following:

- **Completed PART 1 - Purchaser Application Form**
- All attachments as per **PART 2 – Required Attachments**
- **Completed PART 3 - Evaluation Criteria**

Applications will be reviewed and scored based on commitment declarations submitted pursuant to completed **PART 3 - Evaluation Criteria**.

The Application deadline is 4:00pm on Friday, April 28, 2023. No Applications 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 Land Sale application, please feel free to contact:

**Angela DeCaria, SR/WA**

Senior Sales Agent

The City of Calgary

Real Estate & Development Services

C: (403) 818-8459 F: (403) 537-3099

[Angela.decaria@calgary.ca](mailto:Angela.decaria@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 three non-market housing land sale sites. Each land sale site requires a separate application.

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### 1. File Size & Submission Methods

- A. Files smaller than 15 MB can be submitted via email to [angela.decaria@calgary.ca](mailto:angela.decaria@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 individual files larger than 15 MB, please email [angela.decaria@calgary.ca](mailto:angela.decaria@calgary.ca) by Friday, April 14 at 4 PM MT with the name(s) and email address(es) of the person(s) submitting the application, to request a One Drive upload link for your organization. One Drive links will be emailed by the end of the day on Friday, April 21 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
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*example* - if Calgary Housing Company was applying for 6623 Bowness Road NW the name of this file should look like:

CalgaryHousingCompany_6623bownessroadnw_Part1.pdf
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#### B. Part 2: Required Attachments

NonProfitName_SiteAddress_Part2_Attachment1
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*example* - if Calgary Housing Company was submitting Required Attachment 1 for 6623 Bowness Road NW the name of this file should look like:

CalgaryHousingCompany_6623bownessroadnw_Part2_Attachment1.pdf
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## 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 6623 Bowness Road NW the name of the attachment(s) would look like:

CalgaryHousingCompany_6623bownessroadnw_Part2_Attachment1-6.pdf
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