



**PROGRAM 1: HOUSING CONCESSIONS FOR RESIDENTIAL DEVELOPERS  
GUIDELINES FOR PREPARING THE HOUSING PROJECT PROPOSAL**

The following information is required for housing concession applications that are being made by a company for a housing development project within the Turks & Caicos Islands

**A. COMPANY PROFILE**

<b>COMPANY PROFILE</b>	1. Incorporated Trade Name	
	2. Date of incorporation	
	3. Registration Number	
	4. Business Address	local/overseas
	5. Phone/Fax/Website	local/overseas
	6. Type of Company	Partnership/limited liability/etc. (provide copy of Business License and Certificate of Incorporation)
	7. Corporate Affiliation	Parent Company; subsidiary or associated Company
	8. Principal Project Bankers or Financial Institution (s)	
	9. Project Development Experience	List of projects undertaken
	10. Principal Shareholders/Directors	Copy of register of Shareholders and Directors (shareholders with 10% must attach bio pages of passport as well as a completed personal history form)
	11. Authorized Project Members	List of project team members
	12. NIB & NHIP #s, <i>where applicable</i>	Individual & Company
	13. Company Certificate of Good Standing, <i>where applicable</i>	

## B. PROJECT PROPOSAL

The following information is required in the project proposal:

<b>PROJECT PROPOSAL</b>	1. Type of Proposal	<p>The business plan should indicate type of relationship being proposed with the Government for example. Joint Venture, Partnership, sole request for development assistance via concessions, etc.</p> <p>Project description must be carefully detailed to include type and scale of project, product(s)/services (s) to be provided, number of housing units and relative prices, employment projections, work permit implications, housing incentives/concessions being sought etc.</p>
	2. Identify the specific property or properties required/being used for the proposed development	Indicate location and size of land required/being used. If identified land parcel is a Crown Land, provide justification as to why Crown land is being sought as opposed to land on the private market.
	3. Provide an outline of the proposed site plans for the development.	Attach site plan/floor plans/elevations/impressions/etc.
	4. Outline the proposed project scheduling program	Indicate design and planning, implementation and operation phases. Proposed dates for start-up as well as timelines for project implementation should be clearly outlined.
	5. Outline program for project management indicating shareholding and control and the roles during implementation and operations.	Indicate the potential project team and provide brief history of projects undertaken by the project team to demonstrate capabilities.
	6. Identify Target Groups for product/service and outlines summary of any market survey demand analysis carried out.	Details of market surveys and demand analyses to be attached, where applicable.
	7. Outline the project development budget	Identify all the elements of capital expenditure and indicate their related cost. <i>Where Crown Land is being requested,</i>

		<i>include the price being offered for the land.</i> Explain the cost of the development including by phases, where applicable.
	8. Outline the proposed project financing plan	Explain how the project is being funded and identify the sources of funding for the project. Proof of financial capability i.e. Letter of credit or other verifiable statement e.g. evidence of bank deposit.
	9. Financial analysis	Include projected income statements, projected cash flow analysis and balance sheets, sensitivity and break-even analysis.  An economic impact statement should project the potential financial benefits (NIB, NHIP, Business licenses, work permits, accommodation tax, F&B tax, and any possible linkages). 10-year projection required.
	10. Economic, Social, Environmental impact	Include economic, social, environmental, and other benefits to TCI and or TCIG. Mitigating measures to be taken should also be discussed, where applicable.
	11. Identify any risk or constraints.	What constraints may impact negatively on the feasibility of the proposed development? Outline planned means of minimizing or eliminating such risk or constraints.
	12. Project Status	Indicate the status of the project in terms of required corporate and statutory approvals.

**Please submit complete proposals to the Department of Housing and Community Renewal at [housingprogram1@gov.tc](mailto:housingprogram1@gov.tc) or through the website [gov.tc/housing](http://gov.tc/housing)**

**File size shall not exceed 32MB**