



## Applicant Disclosure Questionnaire

It is the policy of the City of Wichita to conduct background investigations (“vetting”) on entities and/or key individuals that seek financial incentives in connection with an economic development or redevelopment project. Information provided may be verified and will be used during the vetting process. The vetting process will include, but is not limited to, a comprehensive review of property and business ownership; federal, state and local tax liabilities; City code violations and liabilities associated with licenses, permits and fines/penalties; liens and judgments; bankruptcies and; criminal and civil records.

Every question should be answered completely and accurately. Please attach a separate sheet of paper if more space is needed to adequately answer a question. If necessary, follow-up information may be requested by the Office of Urban Development.

Inquiries about the questionnaire should be directed to the Office of Urban Development at (316)268-4524.

### Section I: Business Applicant Information

***Please attach Articles of Incorporation and/or any relevant Operating Agreements.***

1.1

Entity Name	Address/City/State/Zip Code
Phone Number	Fax Number

1.2 Type of Business Entity (i.e. corporation, partnership, sole proprietorship):

1.3 Date of Incorporation/Formation:

1.4 EIN/TIN Number:

1.5 Under the laws of what state is the entity organized (for corporations/partnerships)?

1.6 Is the entity still in good standing in the state it was organized and registered to do business in the State of Kansas?

1.7 List any other names under which the entity has done business or by which it may be known:



1.8 List all addresses where the entity has been located for the last 10 years:

Dates (from – to)	Address	City/State	Zip Code

1.9 List all officers of the Board of Directors (if corporation) and/or members:

Name (first, middle, last)	Title/Position	Appointment Date/ Ownership %	Social Security Number	Birth Date

## Section II: Key Individual Information

*Each person who is either an officer of the entity, a 5% owner of the entity or has a significant degree of control over the entity must complete the Key Individual Information and Certification Statement on page 6 of this questionnaire. Please make copies for each person as needed and attach a separate sheet of paper if more space is needed to adequately answer a question.*

2.1 Personal Information

First	Middle	Last
Birthdate (mm/dd/yyyy)	SSN	
Years of ownership	% Ownership	Title/Position

2.2 Home Address

Current Address/City/State/Zip Code
Previous Address (If less than 5 years at current)

2.3 Contact Information

Telephone Number	Cell Phone Number
Email Address	



2.4 Have you ever been charged, indicted, or convicted of a crime in any jurisdiction in the United States? Crimes include any and all felonies and misdemeanors.

Date	Jurisdiction	Offense/Details	Disposition

2.5 Have you filed for bankruptcy in the last 10 years?

Date	Jurisdiction	Type/Details	Disposition

2.6 Have you been party to any civil lawsuits in the last 10 years?

Date	Jurisdiction	Type/Details/Case Party	Disposition

2.7 Do you owe delinquent taxes to any governmental jurisdiction and/or are there any current outstanding warrants or tax liens for unpaid taxes? If yes, provide details.

2.8 Do you have any outstanding garnishments, levies, mechanic’s liens, child support or alimony? If yes, provide details.

2.9 Have you ever registered as a lobbyist or legislative agent to influence federal/state legislation? If yes, provide details.

2.10 Have you made any contributions to a campaign of the currently serving City of Wichita Mayor or Council Members?

Recipient Name	Office	Donation Date	Donation Amount	Purpose



2.11 Do you have any family members employed by the City of Wichita? Please list.

2.12 List all entities in which you have or have had at least 5% ownership in during the last 10 years:

Entity Name	Business Type	Ownership %	Active Entity? (Y/N)	Last Known Address	EIN/TIN

2.13 Have any of the above entities filed for bankruptcy during the period of your ownership?

Entity Name	Date	Jurisdiction	Type/Details	Disposition

2.14 Have any of the above entities been party to any civil lawsuit during the period of your ownership?

Entity Name	Date	Jurisdiction	Type/Details/Case Party	Disposition

2.15 Do any of the above entities, of which you still hold ownership, owe delinquent taxes to any governmental jurisdiction and/or are there any current outstanding warrants or tax liens for unpaid taxes? If yes, provide details.

***Please also attach a State of Kansas Tax Clearance Certificate.***

2.16 Do any of the above entities, of which you still hold ownership, have outstanding garnishments, levies or mechanic's liens? If yes, provide details.

2.17 Have any of the above entities of ever been cited or assessed penalties by a federal, state or local governmental agency for any reason during your period of ownership? If yes, provide details.

2.18 Has a finding of discrimination been made against any of the above entities, of which you still hold ownership, stemming from an administrative or legal process? Any relevant findings would include discrimination against its employees, subcontractors, vendors and/or suppliers. If yes, provide details.

***Please also attach a signed Equal Employment Opportunity and Affirmative Action Statement.***



## Certification Statement

**NOTE: The Certification Statement must be completed in its entirety and properly notarized to be considered complete.**

The undersigned:

1. Certifies that to the best of his/her knowledge and belief, the information being submitted to the City of Wichita is true and correct and that there are no omissions of material fact or information that render any response to be false or misleading and there are no misstatements of fact in any of the responses.
2. Certifies that the applicant is in compliance with all applicable laws, regulations, ordinances and orders of public authorities.
3. Certifies that the applicant is not in default under the terms and conditions of any grant or loan agreement, lease, or financing arrangement with any of its creditors.
4. Authorizes the City of Wichita and its agents to conduct a background investigation based on the application.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Entity Name:** \_\_\_\_\_

**Title/Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Notarized by:** \_\_\_\_\_

**State of Kansas, County of:** \_\_\_\_\_

**Appt. Expires:** \_\_\_\_\_