

THREEFOLD DEVELOPMENT PARTNERS

CAPITAL • DEVELOPMENT • CONSTRUCTION

CHECKLIST

Opportunity Submission Checklist

The non-confidential record that lets a reviewer understand a project in one sitting: what it is, who controls it, what is approved, what is assumed and what decision you want next.

For: Owners, sponsors, brokers and landowners preparing to send a project to a partner

Decision it supports: What to assemble before you submit, so the first review is short and useful.

Aligned in purpose. Disciplined in execution. Built to endure.

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CONTENTS

Before you write anything

Control and position

Approvals, site and delivery

Assumptions and what you want next

How to use this document

Work through it with the record in front of you rather than from memory. Where an item cannot be evidenced, write down that it cannot, and the date you checked. A gap you have written down is manageable; a gap you have assumed away is not.

BEFORE YOU WRITE ANYTHING

A first look costs nothing and commits no one. It also cannot be useful if the basic record is missing.

- ☐ State plainly what the project is: land, entitled project, partially built, stalled, operating.
- ☐ Name the decision you want from the reader. A review is not a decision request by itself.
- ☐ Confirm you have authority to discuss the project, or say who does.
- ☐ Decide what you are willing to share at this stage and hold the rest back deliberately.
- ☐ Keep confidential documents, identity documents and financial records out of a first submission.

CONTROL AND POSITION

- ☐ How the land or asset is controlled today: ownership, contract, option, letter of intent, nothing yet.
- ☐ Who the counterparties are by role, not by name, if names are sensitive.
- ☐ Key dates that constrain the decision: expirations, extensions, hearings, funding deadlines.
- ☐ Any existing obligations that travel with the project: liens, leases, easements, approvals with conditions.
- ☐ Whether other parties have been approached, and whether exclusivity exists.

APPROVALS, SITE AND DELIVERY

- ☐ Approval status in the jurisdiction's own language, not a summary of what you expect.
- ☐ Utility position: capacity, commitments, distance, who confirmed it and when.
- ☐ Site conditions you know about: floodplain, topography, soils, access, environmental history.
- ☐ Design status and who produced it, with license status where relevant.
- ☐ Delivery status: contractor engaged or not, pricing basis, schedule basis.

ASSUMPTIONS AND WHAT YOU WANT NEXT

- ☐ List assumptions separately from facts, with the source and date of each.
- ☐ Mark every number as verified, estimated or assumed. An unmarked number reads as a claim.
- ☐ Say what you have not investigated yet. Gaps stated openly read as discipline.
- ☐ State the outcome you are looking for: capital, a partner, a buyer, oversight, a second opinion.
- ☐ Close with your one-page summary: project, control, approvals, assumptions, decision wanted.

IMPORTANT

General working material, not advice for a specific project. Nothing in this document is an offer of financing or securities, a commitment of funds, an appraisal, or a legal, tax or engineering opinion. Verify every item against your own counsel, licensed design professionals and the authority having jurisdiction.

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