EMERGING DEVELOPER ACADEMY

FALL 2026 BOOTCAMP · DAY 1 · MONDAY, NOV. 2

Building Your Development Team

Worksheet 4 · Daryl Lewis, Infinity Group Realtors · 1:10 p.m.

Name _____ **Team / Table** _____

No developer does it alone. Your first project will succeed or stall on the people around you. This worksheet pairs two questions every lender, partner and buyer will ask you: **Who are you building it for?** and **Who is on your team?** Your vision tells you which experts you need; your team tells the market you can deliver.

HOW TO USE THIS SHEET

IN CLASS	Parts B, D and top of C
TONIGHT	Parts A, C and E
DUE	Tue., Nov. 3, 8:30 a.m.

PART A My Development Vision: Who Are You Building It For?

Start with people, not product. Build on your Buyer Brief from Worksheet 2. Plan around needs and purchasing power; never use protected characteristics to exclude, steer or limit buyers or renters.

1. My vision statement. Complete the sentence below. Keep it to one breath.

I am building _____ **for** _____

in _____ **so that** _____

Example: I am building three 3-bedroom homes for teachers and nurses who rent nearby in Whitehaven so that they can own where they work.

2. Who is my buyer or renter?

Household size and life stage, where they work, where and how they live today, and why they would choose this neighborhood.

3. What can they afford?

Use real numbers from Worksheet 2. If you do not know yet, write the source you will use to find out.

Household income range	Max monthly payment or rent	Cash to closing / move-in

4. What problem does this home solve that the current market does not?

Think price, size, condition, location, accessibility, or the path from renting to owning.

5. Must-haves they will pay for

6. Nice-to-haves I can cut to protect price

7. Why this neighborhood, and why am I the right developer for it?

Your connection to the community, what you have seen firsthand, and who already trusts you there.

8. How will I know I got it right?

Example: homes sell in 60 days near list price to buyers who qualify without stretching.

9. My vision means I need these experts first:

Example: first-time buyers call for a lender who knows down payment assistance.

PART B Guidance: Who Belongs on a Residential Development Team

Engage people by phase, not all at once. The right person at the right time saves money; the wrong timing costs it. Names you list are your own choices, not AHP endorsements or vetting.

1 IDEA AND SITE — *Find it and control it*

- **Realtist® / broker:** finds sites, pulls closed comps, later sells the homes
- **Real estate attorney:** reviews contracts, options and partner agreements before you sign
- **Lender (early call):** tells you what is financeable before you fall in love with a site
- **Mentor or experienced developer:** a gut check from someone who has done it

2 FEASIBILITY — *Prove it can work*

- **Surveyor:** boundary, easements and encroachments
- **Civil engineer:** grading, drainage, utilities and site constraints
- **Environmental consultant:** site history and risks (Phase I if warranted)
- **Accountant / financial analyst:** pro forma, entity setup and taxes

3 DESIGN AND APPROVALS — *Design it and get to yes*

- **Architect or residential designer:** plans that fit the buyer and the budget
- **Structural engineer:** foundations and framing; sooner for difficult lots
- **Memphis and Shelby County Division of Planning and Development:** zoning, permits, inspections
- **MLGW:** service availability, taps and connection costs

4 FINANCE AND BUILD — *Fund it and build it*

- **Construction lender:** draws, inspections and terms
- **General contractor:** pricing during design, contract before the build
- **Insurance agent:** builder's risk and general liability
- **Title company:** clear title at acquisition and at sale

5 SELL OR HOLD — *Deliver it to the buyer*

- **Listing agent / Realtist®:** pricing, marketing and the buyer pipeline
- **Mortgage loan officer:** prequalifies your buyers early
- **HUD-approved housing counselor:** readies buyers and connects down payment assistance
- **Property manager:** only if you hold as a rental; engage before lease-up

ALWAYS ON — *The people around the deal*

- **Equity partner or investor:** money with expectations; put terms in writing
- **Community voices:** neighborhood association, CDC, faith and block leaders
- **Public partners:** City of Memphis Division of Housing and Community Development, Shelby County Land Bank
- **Your cohort:** the people in this room are your first network

Before you sign anyone, hire for fit

- **Experience:** similar product, size and neighborhood?
- **Scope and fees:** in writing, with what is not included?
- **Communication:** how fast, how often, and to whom?
- **License and insurance:** current, verified, in the right name?
- **References:** two recent clients you actually called?
- **Alignment:** do they believe in who you are building for?

Tip: Every gap on your roster is a question for tonight: *who in my network, or in this cohort, can introduce me?* A warm introduction moves faster than a cold call.

PART C My Development Team Roster

In class: fill in your top five. Tonight: complete at least five roles with a real Memphis name or firm, and mark whether you already have the relationship or still need it.

Role	When to engage	Name / firm	Phone or email	Have	Need
Realtist® / broker	Idea and site, then sales			☐	☐
Real estate attorney	Before binding land or partner commitments			☐	☐
Lender (acquisition / construction)	Early call; finance and build			☐	☐
Mortgage loan officer (for buyers)	Design stage through sales			☐	☐
Surveyor	Due diligence, design and approval			☐	☐
Civil engineer	Early site due diligence			☐	☐
Architect / residential designer	Once site concept and budget are defined			☐	☐
Structural engineer	During design; earlier for unusual sites			☐	☐
Environmental consultant	As site history and risks dictate			☐	☐
Accountant / financial analyst	Before land commitment and financing			☐	☐
General contractor	Pricing during design; contract before build			☐	☐
Insurance agent	Before closing on land and before the build			☐	☐
Title company	Acquisition and closing			☐	☐
City planning / permits (DPD)	Design and approval			☐	☐
Utilities (MLGW)	Site due diligence and design			☐	☐
HUD-approved housing counselor	Before listing; builds the buyer pipeline			☐	☐
Project manager / owner's rep	Early, when complexity warrants			☐	☐
Property manager (if holding)	Before lease-up			☐	☐
Mentor / experienced developer	Now, and at every decision point			☐	☐
Equity partner / investor	Before site control, with terms in writing			☐	☐
				☐	☐
				☐	☐
				☐	☐

Listing a name here is not an endorsement or a vetting of that professional by Alliance for Housing Progress or the Emerging Developer Academy.

PART D Apply It: One Vacant Lot

You find an infill parcel in Memphis and the price looks attractive. Before you go hard on the purchase, which three experts do you call, and what do you need each one to tell you?

	Expert I call	What I need them to tell me before I commit
1		
2		
3		

PART E My Next Three Relationships

Turn the gaps in Part C into action. Who will you reach out to this week, and who can make the introduction?

Role I need	Person or firm to contact	Who can introduce me	Action and date

The one missing relationship that worries me most:

I will close that gap by (date): **Initials**

DAY 1 HOMEWORK

Due Tuesday, November 3 at 8:30 a.m.

1. Complete **Part A**, your Development Vision, in full. Your vision statement opens the Development Opportunity Assessment Review.
2. Fill in **at least five roles** in Part C with a real name or firm, and mark Have or Need.
3. Finish **Parts D and E**, including one introduction you will request this week.
4. Carry your answers into **Worksheet 9** (Target buyer and Development team rows).

Save this PDF after typing, or print it. Bring it with your packet. Questions? eda@allianceforhousingprogress.org