

APPLICATION INFORMATION FOR PURCHASE OF CITY OWNED PROPERTY

Overview:

This Program shall be used to promote and regulate the sale and reuse of City properties as owner occupied, single or qualified two (2) family dwellings. The following are the guiding principles for the sale of City owned property:

1. Encourage home ownership.
2. Remove a blighting influence.
3. Preserve the existing housing stock.
4. Provide additional tax revenue for the City of Port Jervis.

Property sales are conducted consistently and regularly and are based on various factors, including the condition of the property, the assessed value and the ability to recapture the City's property tax loss.

Qualified Bids:

All purchasers of City-owned property must fulfill their commitments to the City and to their neighbors which includes paying property taxes and maintaining property in accordance with all municipal codes and ordinances.

Prospective owners must:

1. Purchase and rehabilitate the target property within 12 months.
2. Maintain the property as an owner occupied, single or qualified two (2) family dwelling, unless otherwise approved by the Common Council as an eligible two (2) family residence, in which case one (1) of the two (2) units must be owner occupied for at least three (3) years from the issuance of a Certificate of Occupancy.
3. Agree to reside in the dwelling for a minimum of 3 years.
4. Submit disclosures as required by the City.
5. Make the property available to inspections by City officials at all times throughout the rehabilitation process.
6. Add subparagraph "D" language from "Information Sheet".

A qualified Bid is one that includes:

1. Adequate plans for development;
2. Demonstrated capacity to complete work proposed;

3. Proven financial resources;
4. A monetary bid that is greater than \$5,000.00.
5. A non-refundable application fee of \$100.00 per house bid upon paid to the City with the application.

Purchase Process

To inspect a property the following must be provided:

1. Properties may only be inspected by qualified buyers. Proof of funding must be on file prior to scheduling an inspection.
2. All interested parties must provide a waiver of liability prior to entering a City owned property.
3. Inspection of City-owned property takes place by City Common Council setting a time and date for open house or by appointment only, after request and approval by the City Common Council.

Other requirements include:

1. All proposals must be submitted using the Port Jervis Homestead Application.
2. The purchaser will need to pay the agreed upon purchase price, and any expenses incurred by the City during the sale process including appropriate tax adjustments. Purchase of property is subject to the review and approval of the Common Council, after a buyer is designated.
3. The purchaser of the property is responsible for the title search and recording fees for the transaction, as well as any transfer taxes.
4. If a purchaser opts not to complete the purchase after City Council approval, the purchaser may be barred from being considered for purchasing other City-owned property and any downpayment (ten (10%) percent of accepted purchase price) will be forfeit to the City.
5. The City Common Council will set dates for open houses, date for applications to be submitted on each property to be sold and the date the Council will make the decision on applicants to be chosen to buy

PORT JERVIS HOMESTEAD PROGRAM APPLICATION FORM

Contact Information:

Name:

Address:

Home phone:

Business Phone:

Mobile Phone:

E-mail:

Property Information (what property do you wish to bid on):

Property Ownership Information:

Do you own any properties in the City of Port Jervis as an individual, member of an LLC, partner in a partnership, or officer and/or stockholder in a corporation?

Do you own any properties elsewhere? If so, where? Do you own stock in or are you a member of a corporation, LLC or partnership that owns a property/properties elsewhere? If so, where?

Are any of these properties vacant and/or currently listed on the City of Port Jervis's Vacant Building Registry? If yes, please provide the address of the property and an explanation.

Please list all of the addresses of properties you own in the City of Port Jervis. (You may attach a list of the properties if the space below is inadequate.):

Are you current on all municipal obligations (taxes, water charges, etc.) for properties you own within the City? If no, please explain.

Do you have any outstanding code violations for properties owned within the City? If yes, please explain.

Have you had a previous tax foreclosure on a property owned by you in the City of Port Jervis? If yes, please explain.

Are any properties your currently own in default on any lien or mortgage, or currently in the foreclosure process? If yes, please explain.

You must:

Attach proof of financial resources to this form.

Attach proof/details of your capacity to complete required renovations to this form.

Attach signed Release of Liability for Pre-Sale Inspection.

Applicant signature

Print name: _____

Applicant signature

Print name: _____

Date: _____

INDIVIDUAL PROPERTY BID SHEET

Information on Bid Property:

Address of Homestead property being bid on:

If you are bidding on more than one property, please submit a completed copy of this page for each property. Only one copy of the other pages in this application is required even if you are bidding on multiple properties.

Anticipated Offer Purchase Price:

Method of Financing:

Applicant must provide source of funding for the purchase of the property and sufficient funding for the rehabilitation and/or development of the property.

I am providing (must provide and attach all):

1. Personal Financial Statement
2. Letter from Lender/Investor
3. Personal or Business Bank Statement
4. Evidence of project funding

What You Should Attach:

1. Description of renovation plan with preliminary budget
2. Explanation of any tax delinquency/code violations/vacant building on other properties you own (if applicable)

INFORMATION RELEASE:

It is our intent that all personal financial information submitted with this proposal to the Common Council shall be considered confidential. I hereby authorize the Common Council City of Port Jervis to obtain credit reports and verify information supplied as part of this proposal. All information provided is true and accurate to the best of my knowledge.

Print Name

Signature

Print Name

Signature

STATE OF NEW YORK)
) ss:
COUNTY OF ORANGE)

On the _____ day of _____, 2017, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity, and that by his/her/their signature on the instrument, the individual or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

STATE OF NEW YORK)
) ss:
COUNTY OF ORANGE)

On the _____ day of _____, 2017, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity, and that by his/her/their signature on the instrument, the individual or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

THIS FORM MUST BE SUBMITTED TO THE CITY CLERK-THREASURER'S OFFICE

RELEASE OF LIABILITY

_____, the undersigned, release, discharge and hold harmless the City of Port Jervis, its officers, employees and agents from any and all claims, actions, incidental or consequential or unknown damages, proceedings, obligations or other demands arising now or at any time in the future out of the actions, events and circumstances which are the subject of this application, including any damage which may happen to me or my property which is caused to occur in any manner, whether or not caused by my negligence or by the negligence of another person or by the City of Port Jervis, and whether any such risk or hazard is known or unknown, foreseeable or otherwise.

Printed Name

Signature

Date

STATE OF NEW YORK)
) ss:
COUNTY OF ORANGE)

On the _____ day of _____, 2017, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity, and that by his/her/their signature on the instrument, the individual or the person upon behalf of which the individual acted, executed the instrument.

Notary Public