



Homestead Program
Information, Application and Bid Sheet
July 2018

33 Seward Avenue SBL # 13-21-26 – single family residence
33 Kingston Avenue SBL# 6-10-26 – 1 or 2 family residence
17 Brooklyn Street SBL# 8-5-7.1 – single family residence(possible teardown and
new construction)
42 Pennsylvania Avenue SBL# 9-8-11 – single family residence
4 Gordon Street SBL# 6-10-11 – Vacant lot for construction of single family home

Port Jervis NY

**Sealed Bids with Application due at Office of City Clerk
Treasurer at or before 2pm on
Wednesday August 15th, 2018.**

**Homestead Program Schedule
Five properties – July 2018**

Official Kickoff – 7/9 Council Meeting

Open House at all sites, Port Jervis NY 12771 – Saturday 7/21 10am-2pm

2nd Look by appointment Wed. 7/25 call 845-858-4014 to get on appointment list

Sealed Bids with Application due at Office of City Clerk Treasurer at or before 2pm on
Wednesday August 15th, 2018.

Review by City to either cancel process, award
or determination of necessary interview

8/31 – Written notice of bid award after Council Meeting with applications to attorney for closings if
appropriate.

Closing in 30-60 days or ASAP.

**INFORMATION REGARDING THE CITY OF PORT JERVIS,
NEW YORK HOMESTEAD PROGRAM AND THE SALE OF CITY OWNED PROPERTIES**

- 1. **Purpose.** The purpose of this HOMESTEAD PROGRAM is to return vacant, city-owned, residential structures to an occupied, rehabilitated condition. It is the hope of the City of Port Jervis that the transfer of these buildings to qualified individuals will accomplish the following:
 - A. Encourage home ownership.
 - B. Remove a blighting influence.
 - C. Preserve the existing housing stock.
 - D. Provide additional tax revenue for the City of Port Jervis.

- 2. **Selection Procedure.** The selection of candidates for homesteading shall be based upon the following need for housing:
 - A. Priority will be given to those families who do have the income and credit credentials to qualify for some financing but are unable to compete in the conventional mortgage market for reasons beyond their control.
 - B. Such an applicant shall prove that he/she/they has/have the ability to rehabilitate, repair or remodel the building concerned in accordance with the terms of this PROGRAM and that he/she/they has/have financial ability to do so.
 - C. All applicants shall submit their bid for a property on the Port Jervis Homestead Application Form and Bid Sheet as approved by the Common Council. All applications and bid sheets shall be submitted to the City Clerk Treasurer's office for transmittal to the Common Council. The City of Port Jervis Common Council shall approve/select successful applicants after review and discussion of submitted applications.

- 3. **Eligible Properties.** Eligible properties shall be city-owned, vacant and unrepaired residential structures which have been offered for sale by the City of Port Jervis which have been selected or designated for the City HOMESTEAD PROGRAM by resolution of the Common Council.

- 4. **Homestead Requirements.** Each homesteader will be required to sign an agreement with the city which shall require the homesteader:
 - A. To make or cause to be made any repairs and improvements required to meet the minimum standards for a Certificate of Occupancy from the City of Port Jervis within one (1) year of the transfer of title and obtain a Certificate of Occupancy for the residence from the City.
 - B. After the one (1) year rehab period designated in "A" above, to occupy the property as a principal residence for not less than three (3) years from the date title vests in the homesteader.

- C. To permit progress inspections by officials of the City of Port Jervis at intervals approved by the Common Council.
- D. Applicants who intend to repair and remedy properties they purchase under this Program will have the one (1) year rehab period set forth above to obtain a Certificate of Occupancy and six (6) months after the date of the Certificate of Occupancy to sell the property to a qualified homesteader. The purchaser/homesteader must occupy the property as a principal residence for not less than three (3) years from the date title vests in the homesteader.

-5. Transfer of Title.

- A. Upon acceptance of an application from a qualified homesteader(s) and full payment of the purchase price agreed, the Mayor, with the consent of the City Council, will execute a Quitclaim Deed transferring title to the homesteader(s). The deed will contain covenants which will guarantee compliance with the terms of the homesteader agreement and a necessary reverter clause if those terms are violated.
- B. Upon the issuance of a conditional deed as provided herein, it shall be the obligation of the applicant to pay all taxes and assessments lawfully levied on the premises.
- C. Upon receipt of the conditional deed heretofore referred to, the applicant shall assume control of the premises, subject to the provisions of this Chapter. All work necessary to be done to bring the premises up to the standard as required by all applicable ordinances shall be commenced and carried to completion with reasonable diligence.
- D. Any applicant under this chapter, by making such application, shall agree to bring the premises up to the standards required by the Uniform Fire Prevention and Building Code and all other applicable ordinances, including the obligation to keep the property free from violations under the Port Jervis City Code, within one (1) year after the conditional deed has been issued. In the event that the applicant fails to bring the premises to a condition satisfactory to the Common Council of the City of Port Jervis within one (1) year of the time the conditional deed is issued, the Common Council shall issue a Notice of such default to the applicant. The applicant shall take all necessary steps to transfer the property to the City within thirty (30) days after receipt of the Notice. The conditional deed heretofore issued shall be null and void upon such failure.

- 6. Homestead List.** The Common Council shall cause a list to be compiled of all property in the city which shall be designated for the HOMESTEAD PROGRAM. Such properties shall be listed as subject to the provisions of this HOMESTEAD PROGRAM.

Applications may be received from persons qualified under this HOMESTEAD PROGRAM at any time. Upon examination of the application, if the Common Council is satisfied that the applicant complies with the requirements of this HOMESTEAD PROGRAM and will fulfill the proscribed obligations hereunder, the process to convey the property will be commenced.

-7. Application Form.

- A. The form of the Port Jervis Homestead Application shall be approved by the Common Council of the City of Port Jervis and may be amended by Resolution.
- B. No applicant shall provide false information on the application form. It shall be a violation of this HOMESTEAD PROGRAM if the applicant provides false information.

-8. Violations.

- A. Any violations of any obligation as outlined herein or any violations levied by City Officials on this property or other properties owned individually, or as a member of an LLC, partnership, corporation, etc. by an application during the application process or rehabilitation process shall disqualify the applicant from purchasing the target property in the HOMESTEAD PROGRAM, and shall also disqualify the applicant from purchasing a property in the HOMESTEAD PROGRAM in the future.
- B. Any failure to perform on an obligation created under this HOMESTEAD PROGRAM, during the application process, during the term of the contract, at closing shall disqualify the applicant from purchasing the target property.
- C. Any failure to perform any obligation created under this HOMESTEAD PROGRAM after closing shall result in the reversion of the property to the City of Port Jervis.
- D. The City of Port Jervis reserves the right to pursue any and all other legal remedies available to it.

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)

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: _____

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 _____, 201~~7~~, 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 _____, 201~~7~~, 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

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 _____, 201~~8~~, 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