



## City of Schenectady, New York

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### HOW TO MAKE AN OFFER ON VACANT LAND

**\*THE FOLLOWING INSTRUCTIONS AND OFFER FORM ARE FOR VACANT LAND ONLY\***

#### I. INSTRUCTIONS FOR OFFER SUBMISSION AND REQUIRED DOCUMENTS

Offers on City-owned vacant land must be submitted to the Department of Development and must be accompanied by the City's offer form (see next page) and the following items.

##### INCOME VERIFICATION FOR CASH PURCHASES

- a. The City's vacant-land offer form (see the following page).
- b. Valid government issued identification.
- c. Two (2) most recent paystubs.
- d. The prior year's filed tax return.
- e. Two (2) consecutive months of certified bank account statements.
- f. **TP-584 Form** if LLC
- g. Any other documents you wish to include to show proof of financial ability to cover offer amount.

##### \*\*\*\*\*INCOME VERIFICATION FOR NON-CASH PURCHASES

- a. A pre-qualification letter or commitment letter from a lending institution promising the funds necessary to cover your offer amount.
- b. All documents listed above for cash purchases (a through g)

**The documentation listed above and vacant-land offer form on the following page MUST accompany all purchase offers submitted to the City.**

#### II. IMPORTANT INFORMATION

All prospective buyers will be cross-referenced with the City of Schenectady's Bureau of Code Enforcement and Bureau of Receipts to determine whether or not they are up to date on their taxes and/or have outstanding code violations. In addition, the City of Schenectady will check the purchaser for outstanding liens, judgments, bankruptcies, and other pertinent information.

Department of Development  
Room 14 – City Hall – 105 Jay Street  
Schenectady, New York 12305  
Office: (518) 382-5147

# CITY OF SCHENECTADY PURCHASE OFFER FORM

◆All Responses Must Be Typed◆

FULL NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_

E-MAIL (Optional): \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

PARCEL OF INTEREST: \_\_\_\_\_

\*Please include SBL if known.

YOUR PURCHASE OFFER: \$ \_\_\_\_\_

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- |  |     |    |     |
|--|-----|----|-----|
| 1. Are you the current owner of property adjacent to the lot of interest?                              | YES | NO |     |
| 2. If Yes, are you willing to consolidate the lot you want to buy with the property you currently own? | YES | NO | N/A |
| 3. Do you own any other property in the City of Schenectady?   | YES | NO |     |
| 4. If yes, are your property taxes current?  | YES | NO | N/A |
| 5. If yes, are there any open code or zoning violations?   | YES | NO | N/A |
| 6. Where applicable, do you have valid rental certificates?  | YES | NO | N/A |

7. Please list all properties owned within the City (if applicable):

\_\_\_\_\_  
\_\_\_\_\_

8. Briefly describe your plans for the lot of interest:

\_\_\_\_\_  
\_\_\_\_\_

9. Do you plan to make any of the following improvements? (Check all that apply)

Fence    Deck/Patio    Landscaping    Garage    Garden    Driveway

Other (Please specify): \_\_\_\_\_

The applicant hereby certifies that the statements contained herein are truthful and complete and agrees to provide further documentation upon request.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Electronic Signature: \_\_\_\_\_

CITY USE ONLY			
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Offer Form <input type="checkbox"/>	Purchase Agreement <input type="checkbox"/>	Bank Statements <input type="checkbox"/>	Commitment Letter <input type="checkbox"/>
	ID <input type="checkbox"/>	Pay Stubs <input type="checkbox"/>	Tax Returns <input type="checkbox"/>