



City of Schenectady, New York

BUYING A STRUCTURE FROM THE CITY OF SCHENECTADY

ALL DOCUMENTS MUST BE SUBMITTED TO THE LISTING AGENT

I. INCOME VERIFICATION FOR CASH PURCHASES

- a. The City's purchase 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.

II. 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 and estimated rehabilitation costs.
- b. All documents listed above for cash purchases (a through g)

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

III. 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

◆Answers and Responses Must be Typed◆

FULL NAME: _____

STREET ADDRESS: _____

CITY, STATE & ZIP: _____

E-MAIL (Optional): _____

CONTACT PHONE: () _____

PROPERTY OF INTEREST: _____

***Please include SBL if known.**

YOUR PURCHASE OFFER: \$ _____

LISTING AGENT: _____

- | | | | |
|--|-----|----|-----|
| 1. Are finances secured? | YES | NO | |
| 2. Is a pre-approval letter available? | YES | NO | |
| 3. Do you own any 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. Are you willing you occupy the premises for 5 (five) years? | YES | NO | |
| 8. Please list all properties owned within the City (if applicable): | | | |

9. Do you have a contractor? YES NO

10. If yes, provide contractors name: _____

11. What is you plan for the property: Owner Occupy Investment/Rental Rehab/Resell

12. If purchaing as investment/rental, please provide the name, address and phone number of a Schenectady County resident who will act as property manager. (See City Code §210-5)

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

- Offer Form Purchase Agreement Bank Statements Commitment Letter
ID Pay Stubs Tax Returns