



City of Schenectady, New York

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. List of members and their addresses if LLC;
List of officers and their addresses if Incorporated.
- g. Any other documents you wish to include to show proof of financial ability to cover offer amount & estimated cost of rehabilitation.

*******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

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