



CITY OF AMSTERDAM

61 Church Street • Amsterdam, New York 12010 • Office of the Mayor 841-4311

PROPERTY DISPOSITION APPLICATION

How to purchase property from the City of Amsterdam:

If you are interested in acquiring city-owned property in order to rehabilitate it, we require that you make an appointment with a code enforcement officer to go through the property before you submit an application, as property is sold on an “as is” basis.

Contact information for various departments is on the final page of this document.

Once you have seen the property, you may submit an application to our Property Disposition Coordinator which requires filling out this application form and paying the administrative fee as listed on the cover page. You must also submit copies of your financial statements. The financial statements must show that you have adequate funding to cover the amount you are bidding on the property and the amount of the estimated repairs that you listed in your application. The Property Disposition Coordinator may meet with you to discuss the application in detail.

The completed application and commentary of the Property Disposition Coordinator will then be forwarded to the Property Disposition Committee and Corporation Counsel for review. The Property Disposition Committee may ask for an interview with the applicant if further information is warranted.

The approved application, with recommendations of the Property Disposition Committee, will be forwarded to the Common Council of the City of Amsterdam for deliberation and final approval. A resolution will be enacted delineating final terms and the property turned over to you.

There is a \$100.00 application fee (non-refundable) to file this application.



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Developer's fee schedule: *refundable upon completion of the project.*

Vacant lots:	\$ 250.00
Residences: (one, two family)	\$ 750.00
Multiple Residences:	\$1200.00
Commercial:	\$1500.00 minimum; remainder subject to negotiations

Cash, money order, cashier's check or certified bank check only; NO PERSONAL CHECKS

NOTE: *The aforementioned developer's fees are separate from the acquisition cost of the property.*

Please print all information legibly:

Address of Property Interested In: _____

Amount Offered For Property: _____ **Date:** _____

Name of Applicant(s): _____

Street Address of Applicant(s) *(PO Boxes Not Acceptable):*

Email Address: _____

Phone: H () _____ - _____ W () _____ - _____

 C () _____ - _____

Occupation: _____ **Salary / wages per year:** _____

Place of employment and address: _____

How long have you been employed at this place of business?: _____

Spouse's occupation: _____ **Salary / wages per year:** _____

Spouse's place of employment and address: _____

Redevelopment Proposal

VACANT LAND:

Please check either Yes or No

Do you own property adjacent to the vacant land? YES NO

Do you plan to: Fence: YES NO

Landscape: YES NO

Create additional parking: YES NO

Construct Building(s): YES NO

If yes, please elaborate:

Estimated cost of new Construction: _____

HOUSE/STRUCTURE

Please check either Yes or No

Do you plan to:

Occupy for primary residence: YES NO

Renovate for income/rental property: YES NO

Renovate for business/commercial use: YES NO

Estimated Cost

Replace or repair furnaces/heating units: YES NO \$ _____

Repair or replace electrical: YES NO \$ _____

Repair or replace roof: YES NO \$ _____

Repair or replace plumbing/copper: YES NO \$ _____

Repair or replace walls/ceilings: YES NO \$ _____

Repair or replace windows/doors: YES NO \$ _____

Name and Address of Local Contact *(PO Boxes Not Acceptable):*

Phone: H () _____ - _____ W () _____ - _____
 C () _____ - _____

List any and all properties that you own, or have a fiscal interest in, in the City of Amsterdam, as well as in any other cities or states:

Location: _____

Location: _____

Location: _____

Location: _____

Please list any additional property on separate sheet of paper and attach to application.

Do any of the listed properties have code violations? YES NO

If yes, please elaborate:

Are there any back taxes and/or fees owed on any of the listed properties? YES NO

If yes, please elaborate:

NOTE: If there are any outstanding code violations and taxes and/or fees owed they must be made whole before application will be considered.

It is mandatory that all bidders visit the property in question accompanied by an Amsterdam Building Inspector and signed proof of such be submitted upon completion of the inspection.

List any and all further repairs or replacements that need to be made:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Estimated TOTAL Cost for Renovations _____ \$ _____

This estimate is based on:

Professional experience: YES NO

Professional consultant: YES NO

Personal Evaluation: YES NO

Other (Please explain):

Financing

By what method do you plan to finance this redevelopment proposal? Check all that apply

Loan Personal/Company Assets Credit Card

Other (Please explain):

NOTE: Proof of financing MUST be attached to this application

Example: Copies of loan commitment, bank statements, stock certificates, etc.

Further Note: Financing must cover both the purchase price and cost of replacement and/or repairs.

Your bid may not exceed the total amount of financing you have declared.

Project Dates:

List repair/replacement schedule:

Item to be replaced/repared	Date item will be completed
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

City will review time schedule and has the exclusive right, to be contractually agreed upon, to demand a different time of completion of any or all items. **A Reverter Agreement Is Mandatory Upon Closing.**

NOTE: If agreed schedule is not met forfeiture of all fees will occur and city will initiate reverter agreement to regain title. The only extensions that may be granted are to be agreed on by the corporation counsel with reasons submitted to the common council for approval.

Further Note: Agreement will be required that upon title given to successful bidder and accepted completion of work that title may not be transferred to any party within a period of three years. Any breach of said agreement will initiate reverter clause and require the payment of liquidated damages.

If you have any extra comments please indicate below:

The city will NOT provide abstracts or title searches on any property. The property is sold "AS IS" and the city does not warranty such. Upon closing the applicant is responsible for all closing fees including filing fees with the county clerk's office in Fonda, New York, which is mandatory.

Testimony

I/We have read this application and declare that all statements are true to the best of my/our knowledge and belief.

DATE: _____ SIGNED: _____