



CITY OF AMSTERDAM

61 Church Street • Amsterdam • New York • 12010 • Building Department 518-841-8319

PROPERTY DISPOSITION APPLICATION

How to Purchase City Owned Property:

If you are interested in acquiring city-owned property in order to rehabilitate it, we require that you **FOIL** request any open code violations with the City Clerk and 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.

Once you have seen the property, you may submit an application to our Property Disposition Coordinator, City Engineer Richard Miller. When the City is prepared to sell the property, you will be required to pay an application fee of \$100.00 (non-refundable). 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 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 deed will be done. It is the applicant's responsibility to pay all filing fees. (The City of Amsterdam will provide an estimate of costs).



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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: -----	\$1,200.00
Commercial: -----	\$1,500.00 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: _____ **SBL#** _____

Name of Applicant (s): _____

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

Email Address: _____

Phone: H () _____ - _____ 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: _____

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.

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:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Landscape:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Create additional parking:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Construct building(s):	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please elaborate:

Estimated cost of construction: _____

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

The property located at _____

Inspected by _____ on _____.

Inspector: _____ Date: _____

Applicant: _____ Date: _____

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 repairs furnaces/heating units:	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
Repair or replace electrical:	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
Repair or replace roof:	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
Repair or replace plumbing/copper:	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
Repair or replace walls/ceilings:	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
Repair or replace windows/door:	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____

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 Cards**

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/repaired	Date item will be completed
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

City will review time schedule and has the exclusive right to contractually agreed upon and/or to demand a different time of completion of any or all items. ***A REVERTER AGREEMENT IS MANDATORY UPON CLOSING.***

Said Reverter Agreement shall be implemented upon the occurrence of any of the following events:

(1) owner's failure to make the subject real property substantially compliant with Amsterdam City Code within 18 months of obtaining title; (2) failure to comply with the terms and conditions of the Property Disposition Application. Extension may be granted upon consent of the Corporation Counsel with reason submitted to the Common Counsel for approval. Upon implementation of the Reverter Agreement Applicant shall forfeit all fees.

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.

******Please take note that the applicant would be responsible for the full current school district fiscal year school taxes******

Testimony

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

SIGNED: _____ **DATE:** _____