



## **CITY OF POUGHKEEPSIE**

### **Office of Corporation Counsel**

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Paul Ackermann, Corporation Counsel

## **CITY-OWNED PROPERTIES FOR SALE**

Dear Sir/Madam:

Thank you for your interest in city-owned properties, which are offered for sale by the City of Poughkeepsie. The attached list identifies properties available at the date of its printing. Our office can advise you if a property is currently available. From time to time we update the list as properties are sold.

In the sale of these properties, the City of Poughkeepsie is focusing on community development and commitment and owner-occupancy. To accomplish these goals, we have established the following sales guidelines:

- 1. All one and two family houses and building lots zoned for one and two family houses will be sold only to owner-occupants or organizations that will rehabilitate the property for the sole purpose of selling the house to an owner-occupant. Houses that need extensive rehabilitation will not be offered directly to an owner-occupant unless the prospective purchaser has previous experience and financial capacity to undertake the work.**
- 2. All multi-family and commercial buildings will be sold to investor/developers who possess some combination of the following: a demonstrated history of community involvement; a record of quality real estate development; a record of good property management; capacity to undertake and complete the project in the stated time frame; and proof of financial capacity to perform; good credit history; and a clean record with the City of Poughkeepsie.**

When there are properties and/or desired uses that do not fit the sales guidelines above, development plans will be reviewed on a case-by-case basis.

The presentation of this list shall not constitute an offer to sell the properties listed thereon. The City, in its sole discretion and for any reason, may withdraw any such properties from this list.

Pre-Qualification:

Prospective new purchasers are asked to complete an application. Applicants who do not meet the guidelines above will be notified. Those who desire to be owner occupants, but do not fit the guidelines for a direct purchase of a city-owned property, will be referred to a homebuyer program. Applicants who do meet the stated guidelines will be invited to explore purchase of city-owned property. *Applications are attached in this package.*

Inspecting City Properties and Safety Issues:

All properties are shown to pre-qualified parties by appointment only.

Some properties may not be safe for interior viewing by the public. The city reserves the right to make that determination at any time. In those cases, a written description of building conditions will be prepared by city staff, with photographs when possible.

Title:

Unless otherwise stated, properties are conveyed to the purchaser with a quitclaim deed. The purchaser is responsible for clearing title along with any costs related to that process. In cases where a property is offered with marketable title, a charge for costs incurred by the city, including a reasonable administrative fee, will be added to the sales price. Once an offering price is accepted by the Common Council, purchasers agree that they shall not use that price as a reason to grieve or otherwise contest the assessed value of the premises for purposes of real property taxation.

Making an Offer:

To make an offer on City-owned property, please complete the attached “Purchase Offer Form” and return it to my office. Please be advised that all purchase offers are reviewed carefully before being presented to the Common Council. Presentation to the Common Council then follows as soon as reasonably possible.

If you have any questions, please contact me at (845) 451-4065.

Sincerely yours,

*s/ Paul Ackermann*

Paul Ackermann  
Corporation Counsel

Enclosure

**RESIDENTIAL- ONE & TWO FAMILY HOMES**

*Thank you for your interest in the City of Poughkeepsie. The Office of Corporation Counsel wants to help you find the property that best matches your needs as a **homeowner-occupant**. To help us – please complete the following:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

If Self Employed: \_\_\_\_\_

**Property Needs:**

Single-Family: \_\_\_\_ Two-Family: \_\_\_\_ New Construction: \_\_\_\_ Other: \_\_\_\_

If other, please explain: \_\_\_\_\_

\_\_\_\_\_

Number of Bedrooms: two \_\_\_\_ three \_\_\_\_ four \_\_\_\_ No preference \_\_\_\_

Will this purchase require financing: yes \_\_\_\_ no \_\_\_\_

Have you spoken/met with a lender: yes \_\_\_\_ no \_\_\_\_

If yes, the name, address and phone of lender: \_\_\_\_\_

\_\_\_\_\_

Have you ever attended a “Home Buyer Information Class”? yes \_\_\_\_ no \_\_\_\_

If yes, where? \_\_\_\_\_

Do you now or have you ever owned property in the City of Poughkeepsie: yes \_\_\_\_ no \_\_\_\_

If yes, where? \_\_\_\_\_

Do you own other property: yes \_\_\_\_ no \_\_\_\_

If yes, please provide the complete address:

\_\_\_\_\_

\_\_\_\_\_

What properties on the “*Properties For Sale List*” interest you?

\_\_\_\_\_

\_\_\_\_\_

**INVESTOR/DEVELOPER-COMMERCIAL & MULTI-FAMILY RESIDENTIAL**

*Thank you for your interest in the City of Poughkeepsie. The Office of Corporation Counsel wants to help you find the property that best matches your development needs. To help us – please complete the following questionnaire:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Needs:

Multi-Family: \_\_\_\_\_ Office: \_\_\_\_\_ Storage: \_\_\_\_\_ Manufacturing: \_\_\_\_\_

Retail: \_\_\_\_\_ New Construction: \_\_\_\_\_ Other: \_\_\_\_\_

If other, please explain: \_\_\_\_\_

Space/Building Requirements: total floor area: \_\_\_\_\_ area per floor: \_\_\_\_\_

Lot size: \_\_\_\_\_ Clear height: \_\_\_\_\_ Electrical/Mechanical: \_\_\_\_\_

Minimum Column Spacing: \_\_\_\_\_ Parking Needs: \_\_\_\_\_

Will the purchaser operate a business or otherwise occupy the building? Yes \_\_\_ No \_\_\_

Explain: \_\_\_\_\_

Will this purchase require financing: yes \_\_\_\_\_ no \_\_\_\_\_

Do you now or have you ever owned property in the City of Poughkeepsie:

Residential - yes \_\_\_ no \_\_\_ Commercial – yes \_\_\_\_\_ no \_\_\_\_\_

If yes, where? \_\_\_\_\_

Do you own other property: yes \_\_\_\_\_ no \_\_\_\_\_

If yes, please provide the complete address:

What properties on the “*Properties For Sale List*” interest you? \_\_\_\_\_

Please attach resume of property ownership and management and company profile if applicable.

**PURCHASE OFFER ON CITY OWNED PROPERTY**

Date: \_\_\_\_\_

Address of City-owned Property to be purchased: \_\_\_\_\_

**Purchaser Information:**

Name(s) of Purchaser: \_\_\_\_\_  
\_\_\_\_\_

Address of Purchaser: \_\_\_\_\_  
\_\_\_\_\_

Phone number(s): \_\_\_\_\_

Name, address and phone number of Business (if purchase is to be in the business' name):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, address and phone number of Attorney:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dollar amount of purchase offer: \_\_\_\_\_

Conditions on the offer:  
\_\_\_\_\_  
\_\_\_\_\_

**Financial Information:**

Financial information for acquisition (to buy) of the property:

Owner Financing: \_\_\_\_ Private Financing: \_\_\_\_\_ Need to obtain a mortgage: \_\_\_\_\_

Name, address, phone number and a contact person of Bank, Mortgage Company or Private Financing:  
\_\_\_\_\_  
\_\_\_\_\_

Financial information for the rehabilitation (when applicable) of the property:

Owner Financing: \_\_\_\_\_ Private Financing: \_\_\_\_\_ Need to obtain a mortgage: \_\_\_\_\_

Name, address, phone number and a contact person of Bank, Mortgage Company or Private Financing:

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**Other Property owned:**

Do you, or any member of your immediate family own other real property located in the City of Poughkeepsie in any of the following capacities:

Individually \_\_\_\_\_ Shareholder \_\_\_\_\_ Officer or director of a corporation \_\_\_\_\_  
Partner in a partnership \_\_\_\_\_ Member of a Limited Liability Company \_\_\_\_\_  
Member of a Joint Venture \_\_\_\_\_ Other Capacity \_\_\_\_\_

Please Identify: \_\_\_\_\_

If yes, the addresses of any other property, located in the City of Poughkeepsie:

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*Please be advised that the principals must be current on all other indebtedness to the City of Poughkeepsie.*

Name, address and phone number of Real Estate Broker (if applicable):

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**Development Plan:**

The intended use of the property (i.e.: single family, two family, retail business, etc):

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The development plan for the property (i.e.: change from residential to commercial, describe renovations to building, etc.):

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What construction work is necessary to prepare the property for this use:

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Is site plan approval needed:            yes \_\_\_\_\_      no\_\_\_\_\_

Are any variances required:            yes \_\_\_\_\_      no\_\_\_\_\_

The schedule for such improvements to the property (Note- If applicable, you will be required to obtain a building permit in six months of the purchase and a Certificate of Occupancy within one year of that):

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Will you be making changes to the floor plan of the building (i.e.: changing the number, size or shape of the rooms):

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Purchaser(s) Signatures: \_\_\_\_\_  
\_\_\_\_\_

**Please return completed form to:**

Corporation Counsel  
City of Poughkeepsie  
62 Civic Center Plaza  
Poughkeepsie, New York 12601  
Phone: (845) 451-4065  
Fax: (845) 451-4070