



CITY OF POUGHKEEPSIE
The Property Acquisition & Disposition Committee
62 Civic Center Plaza | Poughkeepsie | New York | 12601
C/O: Office (845) 451-4065 Fax (845) 451-4070

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 Property Acquisition and Disposition Committee (“the PAD”) was created to review any offer to purchase City-owned property in order to insure that the City’s goals are met based on certain criteria. The PAD can advise you if a property is currently available.

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. Regarding all one and two family houses and building lots zoned for one and two family houses, preference will be given 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. Regarding all multi-family and commercial buildings, preference will be given 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; 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.

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, may be referred to a homebuyer program, if one exists. 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 the PAD. 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 the undersigned at (845) 451-4065 or ngriffin@cityofpoughkeepsie.com.

Sincerely yours,

**THE PROPERTY ACQUISITION
& DISPOSITION COMMITTEE**

s/ Nancy L. B. Griffin

Nancy L. B. Griffin
Committee Secretary
Enclosure

RESIDENTIAL- ONE & TWO FAMILY HOMES

*Thank you for your interest in the City of Poughkeepsie. The Property Acquisition and Disposition Committee 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 outside of the City of Poughkeepsie? yes ____ no ____

If yes, please provide the complete address:

What properties owned by the City interest you?

INVESTOR/DEVELOPER-COMMERCIAL & MULTI-FAMILY RESIDENTIAL

Thank you for your interest in the City of Poughkeepsie. The Property Acquisition and Disposition Committee 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 outside of the City of Poughkeepsie? yes ___ no ___

If yes, please provide the complete address:

What properties owned by the City 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:

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:

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):

Development Plan:

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

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

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

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 within six (6) months of the purchase and a Certificate of Occupancy within one (1) year of that):

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

Purchaser(s) Signatures: _____

Please return completed form to:

The Property Acquisition & Disposition Committee
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