



**BID FOR CITY-OWNED PROPERTY**

Please Contact City Hall to determine what property is available. If interested in acquiring property from the City, complete the following application and return to the City Administrator or City Clerk at City Hall. Bid consideration goes to the City Council for final approval. The City Council may choose to accept, reject, modify or place sale stipulations on the bid at their discretion. Contact either the City Administrator or City Clerk for additional questions on the process of property sale.

**PETITIONER INFORMATION**

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

**Phone:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_

**Address / Location of City-Owned Property:** \_\_\_\_\_

**Intended Use of the Property:** \_\_\_\_\_

\_\_\_\_\_

Example: Rehab and sell or rent, rehab for personal residence, build new, subdivide, increase lot size by combining with adjacent lot, etc.

**Estimated Value of Building Construction on Property:** \_\_\_\_\_

**The Following Conditions Apply to all Bidders:**

- All improvements shall be initiated within 60 days and completed within 180 days of approval of the sale by the City Council. An extension of 180 days may be granted if significant progress is made.
  - Failure to meet timeframe may result in forfeiture of purchase and purchase amount.

- All adjacent lots shall be combined as required within sixty (60) days of sale with the County Assessor’s Office.
  - Property transfer shall be by Quit Claim Deed and may occur upon substantial completion of renovation/construction of the property; as required.
- Purchaser shall maintain the property free of nuisances and hold insurance upon approval of sale by City Council and prior to deed transfer.
- The use of any property purchased shall be consistent with the zoning classification. In instances where legal use of the property pursuant to the zoning classification may conflict with existing adjacent and neighboring residential property, then certain other requirements may be imposed by the City or the use of the property. These requirements could include, but are not limited to, providing privacy fencing to screen neighboring properties, require lighting to be restricted and goods and merchandise stored outside to be on paved or asphalt surfaces. Construction on any property that would require a variance for approval shall nullify the bid proposal.
- City properties may not be mined for soil, nor stripped of vegetative cover, trees, shrubs and other living material except where necessary for construction and redevelopment or to comply with City Code. Properties sold or used as green space will be maintained in a manner appropriate to the neighborhood and consistent with City Code.

Other conditions may apply. Contact City Hall for additional questions on conditions of the property sale.

**Minimum Required Bid on Legal Lot of Record:** If a new home is not being built, the most recent year’s assessed value on the property according to the Cass County Assessor’s Office shall be the minimum bid accepted. Discounts will be offered on a 1% per \$1,000 of estimated value of new construction to be added to the property. If a new home with a minimum estimated value of \$100,000 is built on the lot, the sales price shall be reduced to \$1.00.

I understand the conditions and process for purchase of City property and that this sale must be approved by the City Council at a public hearing. Consideration of a bid is based on the intended use of the property and the amount of the bid. Payment shall occur prior to transfer of the deed. My current bid for the above-described property is as follows:

Bid Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
 Petitioner(s)