



# CITY OF HIGHLAND PARK OFFER TO PURCHASE APPLICATION

PURCHASER(S) INFORMATION			
<b>Purchaser (Check One)</b>	<input type="checkbox"/> Resident <input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> For Profit Organization	
	<input type="checkbox"/> Developer	<input type="checkbox"/> Non-Resident	
<b>Applicant's Name</b>		<b>Driver's License Number</b>	
<b>Applicant's Name</b>		<b>Driver's License Number</b>	
<b>Address</b>		<b>City, State, Zip Code</b>	
<b>Telephone #</b>		<b>Alternate Phone #</b>	
<b>Email Address</b>			
<b>Website</b>			

PROPERTY INFORMATION	
<b>Property Address</b>	
<b>Parcel Number</b>	_ _ _ _ - - _ _ _ _ - - _ _ _ _ - - _ _ _ _ - -
<b>Type Of Property (Please Check One)</b>	
<input type="checkbox"/> Residential structure w/ lot that I intend to rehabilitate to code and live in.	
<input type="checkbox"/> Residential structure w/ lot that I intend to rehabilitate to code and rent or lease.	
<input type="checkbox"/> Residential vacant side lot adjacent to home I live in.	
<input type="checkbox"/> Residential structure that I intend to demolish.	
<input type="checkbox"/> Commercial Vacant Lot.	
<input type="checkbox"/> Commercial structure that I intend to rehabilitate to code and operate a business.	
<input type="checkbox"/> Commercial structure that I intend to rehabilitate to code and rent or lease.	
<b>Please answer the following questions.</b>	
1. Describe in detail your intended use of the lot or structure. (Please attach separate sheet if necessary):	
<i>Only answer questions 2-4 only if you are purchasing a commercial lot or structure.</i>	
2. Current zoning classification of the lot or structure?	
3. Does the current zoning classification allow for the intended use?	
4. Does the intended use require a zoning variance?	

*By signing this application, I hereby attest that I have read and understand the information provided to me regarding the Offer to Purchase Program and agree to its terms and conditions.*

APPLICANT(S) SIGNATURE(S)		
<i>Purchaser 1 Signature</i>	<i>Printed Name</i>	<i>Date</i>
<i>Purchaser 2 Signature</i>	<i>Printed Name</i>	<i>Date</i>

**OFFICIAL USE ONLY**

Received By: \_\_\_\_\_

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

Approved By: \_\_\_\_\_

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

Denied By: \_\_\_\_\_

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

Reason for Denial: \_\_\_\_\_

Date Notification Sent to Prospective Purchaser: \_\_\_\_\_

**WATER DEPARTMENT CERTIFICATION**

By way of a database search, the applicant as listed above does not currently owe monies to the City of Highland Park for property taxes, personal property taxes, water assessments or other property maintenance charges.

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**TAX & ASSESSMENT CERTIFICATION**

By way of a database search, the applicant as listed above does not currently owe monies to the City of Highland Park for property taxes, personal property taxes, water assessments or other property maintenance charges.

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**LEGAL DEPARTMENT CERTIFICATION**

By way of a database search, the applicant as listed above does not currently owe monies to the City of Highland Park for property taxes, personal property taxes, water assessments or other property maintenance charges.

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**COMMUNITY & ECONOMIC DEVELOPMENT CERTIFICATION**

By way of a database search, the applicant as listed above does not currently owe monies to the City of Highland Park for property taxes, personal property taxes, water assessments or other property maintenance charges.

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**CITY COUNCIL REVIEW**

Decision  APPROVED  DENIED

Council Resolution Date: \_\_\_\_\_

**Applicant(s):**  
**OTP Address:**  
**Purchase Price:**



# City of Highland Park

## RESIDENT OFFER TO PURCHASE

### Policy & Procedures

**\$25 application fee (non-refundable)**

*The Highland Park City Council authorizes the following policy & instructions for the sale and purchase of certain City owned land, in accordance with Section 3-1 of the Charter of the City of Highland Park.*

**Disclaimer:** *The goal of this policy is to provide a streamlined process for the acquisition of City owned property. While the City is interested in reducing the inventory of City owned land, for the purpose of planning and land oversight, some restrictions will apply to the acquisition of City property. All property will be conveyed to the purchaser on a quit claim deed without warranty of title.*

### Single Lot Residential Land Sales:

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**Adjacent Residential Vacant Lots** – residential lots adjacent to residential property owners may be purchased for a onetime fee of **\$500.00**. The purchaser must:

- Be the legal owner of the adjacent home to the lot being purchased.
- Maintain the property in accordance with city ordinance.
- Be current on their property taxes.
- Not have any code violations within the past 18 months.
- Secure the property, remove debris and maintain the land within 14 days after closing.

**Residential Lots w/Structures** – Residential lots with existing structures are categorized in two classifications:

1. **Demolish** – Residential lots that have structures on them that require demolition may be purchased for a onetime fee of **\$500.00**. Within 30 days after closing the purchaser must:
  - a. Provide the City a copy of an executed demolition contract from a licensed contractor within 180 days after closing.
  - b. Provide a copy of a demolition permit from the State of Michigan.
  - c. After completion of demolition, secure and maintain the property thereafter (See general information).
2. **Residence Use** – Residential lots that have structures that will be purchased for the purpose of **personal residential** living may be purchased. Purchaser understands that:
  - a. Minimum Purchase price will be \$1.00 per square footage.
  - b. They will be required to enter into a purchase agreement.
  - c. They will be required to secure the property and remove any debris within 14 days after closing.
  - d. They will be required to provide the City proof of occupancy within 9 months after closing. Where proof of significant repair progress has been made, but work is not complete, with reasonable proof and explanation, the City may, at its sole discretion, extend the 9 month deadline.
  - e. Violation of the purchase agreement of any kind may be subject the property to revert back to the City.

## Application Instructions:

**Incomplete "Offer to Purchase" applications packages will automatically be denied.**

### Single Purchase of Highland Park Lots:

- A. Interested buyers must complete and submit an Offer to Purchase application.
- B. Must provide ID and proof of residency.
- C. Land is sold on a first come, AS IS, WHERE IS, HOW IS basis.
- D. Lot purchases are limited to \*2 per property owner. (For Lot purchases above 2 see "*NON-Resident Offer to Purchase Policy & Procedures.*")
- E. Transfer of property will be provided via quit claim deed without warranty.
- F. A purchase agreement will be required which will include a reversion clause.
- G. Applicant must submit a separate "**Offer to Purchase**" form for each property.
- H. Applicant must properly identify the property address, parcel ID #, tax identification, current zoning, and lot dimensions. This information can be obtained from:
  - 1. The City of Highland Park Real Estate Division located at 12050 Woodward Ave., Highland Park, MI 48203, 1<sup>st</sup> floor.
  - 2. The Wayne County Treasurer's website located at [www.waynecounty.com](http://www.waynecounty.com) or by visiting
  - 3. The Wayne County Assessor's office located at 600 Randolph Street, Detroit MI 48226 or
- I. Applicant must supply at least three (3) photographs of the property to be submitted with the "*Offer to Purchase*" form.
  - a. Photo of **front view** of property
  - b. Photo of **back view** of property
  - c. Photo of **view of all sides** of property
- J. Return the completed Offer to Purchase packet to:  
**Community & Economic Development**  
**Attn: Offer to Purchase**  
**12050 Woodward Avenue**  
**Highland Park, MI 48203**  

or

**You may hand deliver the Offer to Purchase packet to the:**  
**Robert B. Blackwell Municipal Building**  
**Real Estate Window, 1<sup>st</sup> Floor**  
**12050 Woodward Avenue**  
**Highland Park, MI 48203**

### General Information

- A. **Payment:** Payment must be in the form of cash, cashier's check or money order. No checks - personal or corporate. All payments must be paid in full at the time of closing. NO EXCEPTIONS.
- B. **Closing:** Upon notice of approval, purchaser must close on the property within 14 days of notice.
- C. **Agreement:** Purchase agreement must be executed at closing.
- D. **Limits:** There is a limit of \*2 adjacent lots per property owner.
- E. **Non-Residents:** This policy is restricted to adjacent property owners. *Non-residential buyers and residents interested in purchasing non-adjacent lots or more than 2 lots must obtain and follow the procedures of the "**NON-Resident Offer to Purchase Policy & Procedures**".*
- F. **Lot Splitting:** Neighboring property owners interested in one lot may have the lot split and purchase. Each property owner must submit a separate, completed application along with

the \$25 application fee; however, the purchase price will remain \$250 per lot. The request to split the lot must be made to Wayne County and all associated costs will be at the expense of the property owners.

**G. Rehabilitation of a Structure on a Lot**

- a. If you choose to renovate the property you must submit rehabilitation specifications and meet all of the state and local building and ordinance requirements. You must also submit information of financial capability to fund the rehabilitation in a timeframe outlined in the Development Agreement. Evidence of financial capability may include copies of recent bank statements showing proof of available funds sufficient to cover the entire rehab cost or a letter of commitment from a financial institution agreeing to fund your proposed rehab project or other evidence acceptable to the City.
- b. If you choose to rehabilitate city-owned property, you must have the structure appraised at your own expense by an appraiser agreeable by the City. Submit potential appraisers for approval prior to property being appraised.

H. The City Administration and/or City Council may require the applicant to submit a more detailed proposal package based on the complexity of the project.

**Ineligibilities:**

**Prospective purchasers with a history of the following may not qualify:**

- **City Code, Policy or Ordinance Violations.**
- **Failure to maintain their property.**
- **Delinquent taxes or other indebtedness to the City.**
- **Forfeited on previously approved offer to purchases.**

The City of Highland Park will contact you to inform you whether the property is available. Generally, purchasers will be notified within 2-4 weeks.

***All Offers to Purchase are subject to City Council approval. The City of Highland Park reserves the right to approve or deny any proposal. Additional information may be requested after review by the Community & Economic Development Department.***

*\*In rare cases, a 3<sup>rd</sup> adjacent lot may be purchased only if the neighboring property owner(s) agrees and submits a waiver for first right of refusal, approval is subject to City Council approval. Applicant must submit a plan for final use of the lot(s).*