



PURCHASE OFFER FORM FOR CITY OWNED VACANT LOTS

Address of legal description of property: \_\_\_\_\_

\_\_\_\_\_

Buyer's name, address, and phone number: \_\_\_\_\_

\_\_\_\_\_

Dollar amount of the offer (Minimum acceptable offer is \$500\*) \_\_\_\_\_

Proposed use of the property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If new construction is proposed, attach evidence of sufficient financing which may be a letter from your lending institution verifying a line of credit, mortgage capability or bank statement indicating sufficient funds are available for completion of the project.

Purchase of City owned property is subject to approval by the City Council and requires a public hearing to be held prior to Council approval. Transfer of the property is by quitclaim deed, with no abstract, and buyer is responsible for the costs of conveying the property including the cost of publishing the public hearing notice in the local newspaper as required by law and payment of any taxes owed. A deposit of \$100 is required at the time the offer is submitted. If the offer exceeds \$1,000, the deposit is 10% of the buyer's offer. The deposit must be in the form of cash, cashier's check or certified check made payable to the City of Ottumwa. The deposit will be applied toward the total purchase and conveyance cost of the property if the buyer completes the purchase. The deposit is nonrefundable and will be forfeited in the event the buyer withdraws an offer or does not complete the property purchase upon approval of the City Council.

\* In accordance with City Policy 42-2004 the City Council may consider modifying the minimum lot price if the buyer can demonstrate a reasonable expectation that a substantial cost will be incurred in preparing the lot for use. Attach a written explanation to the purchase offer if the buyer's offer is less than \$500. The City Clerk's office will accept completed purchase offer forms and the required deposit during regular business hours at City Hall, 105 E. Third Street, Ottumwa, Iowa 52501. Buyers will be notified of the public hearing date.

CITY OF OTTUMWA  
POLICY NO. 42 – 2004  
POLICY FOR DISPOSITION OF CITY OWNED VACANT LOTS

STATEMENT OF INTENT:

The City of Ottumwa has an interest in disposing of vacant lots, which it's acquired as the result of removing derelict houses, and as such, property acquired in this manner will be offered for sale subject to the following conditions. The minimum price for each lot shall be \$500 per lot, unless the buyer can demonstrate a reasonable expectation of incurring substantial costs to prepare the lot for use, in which case the City Council may consider modifying the minimum price.

- A. Offers will be made in writing and accompanied by a cash deposit of \$100 per lot or 10% of the offered price (whichever is greater) and sent to the City Clerk's Office, City Hall, 105 E. Third, Ottumwa, IA 52501. Deposit may be in the form of cash or a cashier's or certified check made payable to the city of Ottumwa and is nonrefundable.
- B. At a minimum written offers will include the following information:
1. Name and Address of buyer
  2. Address of the property (legal or common address)
  3. Dollar amount of the offer.
  4. Proposed use of the property.
  5. Any special circumstances the buyer foresees, such as requiring a variance before construction may begin.
- C. Attached to the offer will be evidence that sufficient financing for any proposed construction is available. This may include a letter from the buyer's lending institution verifying a line of credit, mortgage capability or bank statements indicating sufficient funds available for the project.

Use of the vacant lot shall be consistent with its zoning classification. In instances where legal use of the property pursuant to its zoning classification may be in conflict with existing adjacent and neighboring residential property, then certain other requirements may be imposed by the City, for 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.

Vacant lots 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. Vacant lots sold as green space will be maintained in a manner appropriate to the neighborhood and consistent with City Code.

All vacant lots will be transferred by quitclaim deed, with no abstract and the buyer will pay all costs of conveyance. Cash deposits are nonrefundable and will be forfeited in the event the buyer withdraws an offer or does not complete the property purchase upon approval by the City Council. If the buyer proceeds with the property purchase, the deposit will be deducted from the total cost of the property and expenses incurred for conveyance.

Approved by the Mayor and City Council

September 7, 2004

Date

/s/ Frank Fisher  
Mayor Pro-Tem