



INSTRUCTIONS FOR REAL ESTATE AGENTS FOR APPLICATION TO PURCHASE CITY-OWNED PROPERTY

Step 1: Determine City ownership through the Assessor, Property Records Division, or a City of Inkster For Sale Properties list. **If the property is zoned for commercial or industrial use, please contact 313-563-9760 to schedule an appointment.**

Step 2: Obtain the legal description through the Assessor or Property Records Division.

Step 3: **Complete** the "Application to Purchase City-owned Property". **(Required)**

Page 1: requests information about the applicant, intended use, and the property.

Purchase Offer: Indicate the dollar amount of the offer.

Inkster City Council reserves the right to reject any Offer to Purchase.

Page 2: Letter of Good Standing.

Page 3: Affidavit to Secure Certificate of Occupancy or File Vacant Property Registration.

Required Attachments: Attach the following documents to the application –

Comparable Prices

Plat map identifying the property(s)

Aerial map identifying and outlining the property(s)

List of repairs needed

Certified check or money order in the amount required for good faith deposit listed below.

Good Faith Deposits:

o Vacant, residential lots – requires minimum \$100.00 deposit per lot.

o Vacant commercial or industrial lots – Price to be determined. Applicant must submit concept and building plans during a scheduled meeting with the Planning Division for approval of plans.

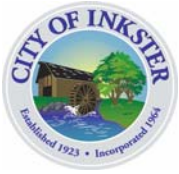
o Residential and commercial structures – requires a minimum of \$600.00. Application must be accompanied by concept and building plans if commercial.

NOTE: **All City property is sold "AS IS"**

Step 4: Submit **completed** application and attachments via e-mail to sjohnson@cityofinkster.com **and** provide original application along with attachment to the Planning Division. Applications are due by the first business day of the week of each month.

Upon receipt of completed application, a pre-sale inspection will be performed by the City. This inspection is not all-inclusive and does not include a Certificate of Occupancy. A separate inspection scheduled and paid for by the owner or purchaser will be required prior to occupancy.

A final meter read will be performed by the City after closing of the sale has been scheduled.



Deposit/Administrative Fee Received _____
Date Received _____
Case # _____

**CITY OF INKSTER
APPLICATION TO PURCHASE CITY-OWNED PROPERTY**

APPLICANT INFORMATION (Please Print Clearly)

Applicant's Name _____

Applicant's Address _____

Applicant's Phone Number: _____

Proposed Owner's Name (as indicated on deed): _____

PROPERTY INFORMATION -- Purchase Offer \$ _____

Property Location: on _____ side of _____ Street/Avenue

Between _____ Street/Avenue and _____ Street/Avenue

Tax ID, Legal Description, **and Address** if Structure _____

Parcel Size: _____ (Width) _____ X (Length) _____ Current Zoning _____

Additional Parcels/Lots (attach Request for Additional Property Form)

Summary of Proposed Use: _____

Use additional sheets as needed

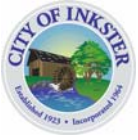
I understand and accept as evidenced by the good-faith deposit of \$_____.00 for the offer to purchase city-owned property. I also understand that the offer to purchase is subject to acceptance and approval by the City of Inkster City Council. I further understand that the Council can reject the offer in the best interest of the City, but that acceptance of this offer binds me to the specific use of the property as provided by the codes and ordinances of the City.

NOTE: All City-owned property is sold "AS IS". The City is not responsible for clear title.

Applicant's Signature

Date

Broker's Name



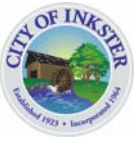
LETTER OF GOOD STANDING

Date: _____

In accordance with the City of Inkster Land Sale policy designed to ensure a buyer's ability to develop, use and maintain City-owned property in a manner acceptable to the City, the City of Inkster must verify that the buyer is in "good standing". Good standing means that the buyer(s) is/are not delinquent in real or personal property taxes, water assessments or other property-related assessments with the City of Inkster. Property-related assessments may include, but are not limited to, board-up charges, clean-up charges, weed cutting charges and other miscellaneous property maintenance charges. In addition, the buyer shall not own property that is being foreclosed upon, abandoned or otherwise code-deficient and all properties owned by the buyer must have a valid certificate of occupancy. The buyer shall not own any unsafe structures and is shall not be in default of a previous Purchase Agreement with the City.

I, _____ (buyer's printed name), certify having read, understand and agree to the aforementioned statement on the meaning of "Good Standing."

I, _____ (buyer's signature), certify that I am in "Good Standing" with the City of Inkster.



AFFIDAVIT
TO SECURE
CERTIFICATE OF OCCUPANCY
OR
FILE VACANT PROPERTY REGISTRATION
FOR
_____, INKSTER, MI
(property address)

I, _____, have read the requirements for the purchase of the above-noted property and hereby agree to provide official documentation to the Planning Division of the Community Development Department in the form of a Certificate of Occupancy or a Vacant Property Registration (whichever is applicable) within forty-five (45) days of the purchase of any City-owned structure.

Sworn and subscribed before me this _____ day of _____, 2013, personally appeared before me _____ executed this document on his/her own free will.

Printed Name

Title

Signature

Notary Public _____ County, MI

Commission Expires: _____