**CITY OF GRAND RAPIDS**

**APPLICATION TO PURCHASE PROPERTY**

Submit this form to the City of Grand Rapids as the first step in the process of applying to purchase a property owned by the City of Grand Rapids or the State Land Bank Authority. Based on the information submitted, the City will evaluate your proposal and follow up with you if additional information is required. This application is the first step in a multi-step process required to purchase property. No approvals are implied. When complete, submit this form and any attachments to econdevshrd@grcity.us.

The form below has both text fields and checkboxes where you may enter information. No other part of the form may be edited. Please carefully review all sections. Incomplete applications will be returned to the individual submitting the application. If you want to include additional information, attach additional pages and reference each question number for which you are providing the additional information. Only one property may be included in this application. A separate application is required for each property.

1. **Property Information**
2. Property address you wish to purchase (list only one):

*Please refer to the* [*State Land Bank Authority website*](https://public-mlb.epropertyplus.com/landmgmtpub/app/base/landing) *to ensure the property is available for application. If the property is not available for application, or if the property is not owned by the City or State Land Bank, your application will be rejected.*

1. Check the current status of the property.

[ ]  Property is currently vacant with no structures

[ ]  Property has a structure on it that I plan to demolish

[ ]  Property has a structure on it that I plan to rehabilitate

1. Offer: $      (how much you offer to pay for the property)

*\*Note: your offer is one component of our evaluation but will not be the only factor considered. The minimum price for vacant lots is $5,000. The minimum price for lots with existing homes on them is $17,000. These amounts account for the City’s cost of acquiring and maintaining the properties.*

1. **Applicant Information**
2. Applicant Information
	1. Applicant Name:

*List the business or organization name, or, if applying as an individual, put “individual”.*

* 1. Address:

Employer ID (if applicant is an organization or business entity):

* 1. List any entities that are related to or affiliated with the applicant organization, if applicable:

1. Provide the following information for the individual who will be the primary point of contact:
	1. Name:
	2. Email:
	3. Phone:

**Applicant Background and Experience**

1. Applicant’s Prior Experience. Answer only one of the following two questions (i.e. either i. or ii., but not both).
2. If you have experience redeveloping real estate, briefly describe that experience, including the address(es), a brief description of the project, amount invested, year in which the project was complete, and description of how you financed the project. If you are an individual or organization with extensive experience, provide an overview of that experience using representative examples.

1. If you do not have experience redeveloping real estate, briefly describe whether you have outside support for this proposed development project. This could include a contractor/builder, consultant or a friend or relative with experience that will support you. Describe how that individual or organization will support your project.

1. Have you developed and/or operated a property for affordable housing previously?

[ ]  No, I have never developed or operated a property for affordable housing before.

[ ]  Yes, I have experience developing and/or operating a property for affordable housing.

*If you answered “yes”, briefly describe the scope of the project and the process used to ensure the property was rented or sold affordably. The City defines “affordable housing” as housing that costs no more than 30% of household income, and is rented to households earning at or below 60% of the Area Median Income, or is sold to households earning at or below 80% of the Area Median Income.*

1. Have you ever received a building, housing, zoning or property code violation from the City of Grand Rapids? Check only one of the following.

[ ]  No, I have never received a notice of violation from the City of Grand Rapids.

[ ]  Yes, I have received violations in the past but have no outstanding violations.

[ ]  Yes, I have current violations at the following property(ies):

 Property Address:

Property Address:

 Property Address:

1. The City will not sell property to an individual or organization that is in financial arrears to the City.

*This could be for income taxes, property taxes, parking tickets or property related charges for example. Failure to disclose any amounts due could result in rejection of your application. The City will verify the information below as part of its review of your application.*

[ ]  I do not owe any money to the City of Grand Rapids.

[ ]  I owe the following amounts to the City of Grand Rapids:

$      that was due on [date] for [i.e. parking ticket, property taxes, etc.]

$      that was due on       for

$      that was due on       for

$      that was due on       for

*Attach additional pages if necessary.*

1. Do you (or any of the related entities listed above) own any other property in the City of Grand Rapids? If yes, list the property below, and describe its current use.

*Attach a separate sheet with this information if you own more than three properties.*

1. Property Address:

Current Use:

1. Property Address:

Current Use:

1. Property Address:

Current Use:

1. **Proposed Project Information**

Answers to the questions below will allow the City to determine whether your proposal is a qualified proposal. In addition, in the event that multiple proposals are received for the same property, these answers will allow us to prioritize competing proposals based on the priorities contained in the City Commission policy.

1. Provide a description of the project you are proposing at the property. Include a detailed scope of work, and a summary of the completed project, including square footage, number of units, number of bedrooms and bathrooms, and describe how your proposed project is consistent with the character of the neighborhood.

1. Project costs, financing and timeline.
2. Estimated development/rehab cost:
3. Source of development/rehab cost estimates:

*Tell us where your cost estimates came from. For instance, did a contractor provide you with an estimate? If so, what was the date of that estimate?*

1. List all anticipated sources of financing and provide the current status of that source of financing.

*For instance, you may be borrowing $100,000 from a lending institution and may have already been pre-approved. In that instance, list the source as “Loan from (bank name)” and list the status as “Pre-approved for $100,000”. Attach any supporting documentation you may have to your application.*

* 1. Source 1:

Status:

* 1. Source 2:

Status:

* 1. Source 3:

Status:

1. Expected project start date:

*Provide a realistic date on which you could start your project. If not already completed, you should assume that it will take time to finalize your financing and work through any planning and building permit requirements.*

1. Expected project completion date:
2. **Housing Details**

If your project includes a housing component, complete this section. If not, move to Section F.

1. Provide details on each unit that will be included in your project below. Add additional pages if your project will create more than five units.

Unit 1: Bedrooms:       Bathrooms:       Approximate Square Feet:

Unit 2: Bedrooms:       Bathrooms:       Approximate Square Feet:

Unit 3: Bedrooms:       Bathrooms:       Approximate Square Feet:

Unit 4: Bedrooms:       Bathrooms:       Approximate Square Feet:

Unit 5: Bedrooms:       Bathrooms:       Approximate Square Feet:

1. Will your project be for rent, or will you sell it when it is completed?

[ ]  I will rent the unit(s) when I have completed the project

[ ]  I will sell the unit(s) when I have completed the project

[ ]  At this time, I do not know if I will rent the unit(s) or sell

1. Rental affordability. Answer this question only if you plan to rent some or all of the units at your project when complete. If you will not rent any units skip this question and proceed to question 4).
	* 1. Will any of the rental units in your project be income restricted?

*Income Restricted means that you will verify any tenant’s household income to confirm that it is below a certain percentage of the Area Median Income.*

[ ]  Yes, some of the units will be income restricted. Number of units:

[ ]  Yes, all of the units will be income restricted.

[ ]  No, there will be no income restrictions for any of the units. Rents will be market rate.

* + 1. If you indicated that any or all of the units will be income restricted, to what percentage of the Area Median Income will the income of tenants be restricted? Check all that apply and list the number of units in each income restriction category.

[ ]  Below 30% of Area Median Income (AMI) Number of Units:

[ ]  Between 30% and 59% of AMI Number of Units:

[ ]  Between 60% and 79% of AMI Number of Units:

[ ]  Between 80% and 120% of AMI Number of Units:

* + 1. If any of the units will have income restrictions, explain how you will determine the rental rate for those units to ensure that the rent is no more than 30% of the household’s monthly income.

* + 1. If any of the units will have income restrictions, how long will the income restrictions apply to the units and how will that restriction be enforced?

1. For sale housing affordability. Answer this question only if you plan to sell some or all of the units at your project when complete. If you will not sell any of the units, skip this question and proceed to Section F.
	* 1. Will any of the for sale units in your project be income restricted?

*Income Restricted means that you will verify any buyer’s household income to confirm that it is below a certain percentage of the Area Median Income.*

[ ]  Yes, some of the units will be income restricted. Number of units:

[ ]  Yes, all of the units will be income restricted.

[ ]  No, there will be no income restrictions for any of the units. Sales will be at market rate.

* + 1. If you indicated that any or all of the units will be income restricted, to what percentage of the Area Median Income will the income of buyers be restricted? Check all that apply and list the number of units in each income restriction category.

[ ]  Below 30% of Area Median Income (AMI) Number of Units:

[ ]  Between 30% and 59% of AMI Number of Units:

[ ]  Between 60% and 79% of AMI Number of Units:

[ ]  Between 80% and 120% of AMI Number of Units:

* + 1. If any of the units will be income restricted, describe the process you will use to verify a household’s income. Otherwise, put “not applicable”.

* + 1. If any of the units will have income restrictions, describe how you will confirm the sale price for those units ensures that the monthly mortgage cost (inclusive of principal, interest, taxes and insurance, or PITI) is no more than 30% of the household’s monthly income. Otherwise, put “not applicable”.

* + 1. If any of the units will have income restrictions, describe how long the income restrictions will apply to the units and how that restriction be enforced. Otherwise, put “not applicable”.

*Income restrictions can be enforced in various ways, including through legal mechanisms such as deed restrictions, unique ownership structures such as land trusts, or financing mechanisms, such as second mortgages or certain state or federal funding sources.*

1. **Attachments**

No attachments are required at the time of preliminary application. However, if available, please attach any or all of the following information or documentation as it will expedite review of your project proposal.

* + - 1. Site plans
			2. Building plans
			3. Documentation of available financing (i.e. pre-approval letters, lines of credit, etc.)
			4. Photos of previously completed projects
			5. Communication with City planning or building permitting staff
			6. Project cost estimates
1. **Signature and Attestations**

Initial below if you agree to each statement.

     I acknowledge that submission of this application does not constitute approval from the City of Grand Rapids or the State Land Bank Authority to purchase property but that such approval is at the sole discretion of the City of Grand Rapids and any approval will be provided only after review and acceptance of my application by the City of Grand Rapids and the State Land Bank Authority. I will be notified if additional information is required by the City in the review of my application.

     I acknowledge that the City will take reasonable steps to verify the information contained in this application, including but not limited to requesting information from other departments including the City Treasurer’s office and Code Compliance.

     I acknowledge that my application will be evaluated based on the information contained in this proposal. I understand that the City reserves the right to reject my application and require a new application be submitted for consideration if the project described in this application changes in part or in whole.

By signing below, I verify that the information contained in this application is true and accurate to the best of my information, knowledge and belief as of the date below. I acknowledge that (a) failure to disclose any information requested in this application, or (b) knowingly providing information that is inaccurate, false or misleading will be cause for rejection of my application.

Electronic Signature: I declare my intent to sign this application electronically pursuant to the provisions of the Michigan Uniform Electronic Transactions Act (UETA). I hereby sign this application by typing my full legal name into the box below.

Signature:

(Alternatively, you may save this form as a portable digital file (.pdf) and affix a docusign digital signature below, or print and physically sign the application. All are acceptable forms of signature.)

Title:

Date:

When complete, submit this form and any attachments to econdevshrd@grcity.us.