

# City of Hartford

## Application for Purchase of City Owned Property

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Thank you for your interest in purchasing property from the City of Hartford. Please note that all applicants will be required to submit a complete Application Package. Please review the following property categories and subsequent chart to determine which documents are required to complete your application.

### CATEGORY A PROPERTIES

- any single-family structure or two or three family structure where the applicant intends to occupy part or all of the property.
- vacant parcels 10,000 square feet or less

### CATEGORY B PROPERTIES

- all commercial structures less than 10,000 square feet
- mixed use residential and commercial structures (regardless of the number of residential units or owner occupancy) where the total square footage of the structure is less than 10,000 square feet
- residential structures of three units or less where the owner will not be an occupant

### CATEGORY C PROPERTIES

- all vacant parcels over 10,000 square feet
- all commercial structures more than 10,000 square feet
- mixed-use residential and commercial structures over 10,000 square feet
- residential structures of four or more units
- all industrial or other structures

APPLICATION DOCUMENT	CATEGORY A	CATEGORY B	CATEGORY C
1. Completed Application	X	X	X
2. Cover Letter	X	X	X
3. Tax, Lien and Violation Affidavit	X	X	X
4. Explanation of Financing		X	X
5. Development Schedule			X
6. Cost Breakdown	X	X	X
7. Sources and Uses of Funds			X
8. Operating Proforma			X
9. List of Prior Projects	X	X	X
10. List of Related Entities	X	X	X

**APPLICATION DOCUMENTS**

1. Completed Application: Completed copy of the attached application.
2. Cover Letter: Detailing the purchaser’s proposal including a narrative description of the proposed development and use(s), including the size and square footage of all structures.)
3. Tax, Lien and Violation Affidavit: Please sign and have notarized the affidavit attached to the application.
4. Explanation of Financing: Identify: 1) the type and probable sources for construction and permanent financing, 2) required equity for the development costs shown and 3) any government funds you intend to use and what steps have been taken to secure such funds. Attach any available conditional commitments, pre-approval letters, proof of personal funds or investor commitment letters with contact information for each source. Please note the selected developer may be required to provide a current certified financial statement showing assets and liabilities, including contingent liabilities. Other evidence of the developer’s qualifications and financial ability to finance the acquisition and development of the property may be required at the discretion of the City of Hartford. Such financial information will be returned to the applicant.
5. Development Schedule: Present proposed schedule for all major development and construction activities, including dates for the start and completion of construction.
6. Cost Breakdown: Breakdown of hard and soft costs and proposed project budget with any available documentation for projected costs. Note that the City of Hartford, at its discretion, may require signed estimates for work to be completed.
7. Sources and Uses of Funds: Provide a breakdown of development sources and uses for the proposed project.

8. Operating Pro-forma: Provide a minimum ten year operating proforma detailing expenses including, mortgage, payments, taxes, utilities, etc.
9. List of Prior Projects: Include the name of individual or development entity (with development resume if a development entity) and projects that you have started and those you have completed including address, timetable to completion and references with contact information for each. If government funds were used for these projects, please note which fund type, sources and the total amount of the loan/grant.
10. List of Related Entities: Please submit a list of all corporate entities in which you are a member/partner/owner/affiliate AND any entities otherwise related to the developer entity, if any.

**PLEASE NOTE YOUR APPLICATION MUST BE COMPLETE WITH ALL NECESSARY ATTACHMENTS  
TO BE PROCESSED**

A deposit of ten percent (10%) of the purchase price via a certified check or money order will be required within ten (10) business days of notification of acceptance of the purchaser's proposal.

The City reserves the right to reject any and all responses and to accept only those responses deemed by the City to be in its best interest.

The City reserves the right to conduct bankruptcy, judgment, lien or other corporate background searches at its discretion and at the cost of the applicant.

The City may require additional documentation if the applicant is an employee of the City of Hartford or is related to a City employee.

Application Packages should be clearly marked with the address of the property and should be submitted to: City of Hartford, Department of Development Services, 250 Constitution Plaza, Hartford, CT 06103-1822 AND via email to [ggeathers@hartford.gov](mailto:ggeathers@hartford.gov).

Questions regarding city-owned property should be directed to Glenn Geathers (860) 757-9075.

**CITY OF HARTFORD**

**CITY-OWNED PROPERTY PURCHASE APPLICATION**

**SECTION 1: BASIC PROPERTY INFORMATION**

**ADDRESS OF PROPERTY:** \_\_\_\_\_

**STATUS OF PROPERTY:**

- Vacant Lot
- Improved Lot (with building)
- Other: \_\_\_\_\_

**SECTION 2: APPLICANT INFORMATION**

**Applicant Name/Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_ **Zip:** \_\_\_\_\_

**Federal Employer ID#:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

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

**Occupation:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**SECTION 3: PROPOSAL INFORMATION**

**Do you intend to:**

- Demolish existing structure
- Rehabilitate existing structure
- Redevelop vacant property with new structure
- Other: \_\_\_\_\_

**1. If you intend to rehabilitate the structure, please briefly explain what proposed rehab you intend to do:** \_\_\_\_\_

**2. If you intend to build a structure, please briefly explain the number and type(s) of proposed structure (2 family, colonial, garage(s), commercial etc.):** \_\_\_\_\_  
\_\_\_\_\_

**3. If you intend to build a structure(s), what is the total planned square footage of the structure(s):** \_\_\_\_\_

**SECTION 3: PROPOSAL INFORMATION CONTINUED**

4. Do you intend to apply for City funds to assist with this Project? YES NO

5. If you intend apply for Government funds, please list the source (s) and amounts:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

6. What is the intended use (commercial, residential, other (please describe))?

\_\_\_\_\_

a. Is the use authorized by current zoning: YES NO

See Hartford Zoning Code at: <http://www.hartford.gov/planning/current-projects/zonehartford>

7. If commercial, what business will occupy the premises? Briefly describe activity and indicate % of occupancy: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

a. Is the business currently located in Hartford? YES NO

b. How many jobs will be created or maintained? \_\_\_\_\_

8. Do you intend to assemble additional property to complete the project? YES NO

a. If yes, please identify the additional properties: \_\_\_\_\_

\_\_\_\_\_

9. What price do you intend to pay for the property? \$ \_\_\_\_\_

*Note that a good starting point for price determination is the Fair Market Value of the land as determined by the City of Hartford Assessors Office.*

10. Upon completion of project, what is the proposed plan for the property (i.e. sale to owner occupant, to occupy yourself, etc.)? \_\_\_\_\_

11. How did you learn about the property? \_\_\_\_\_

12. Are you currently an employee of the City of Hartford? YES NO

13. Have you ever been employed by the City of Hartford? YES NO

a. If yes, please list date of employment and title: \_\_\_\_\_



## TAX, LIEN AND VIOLATION AFFIDAVIT

### Disclosure and Certification of outstanding Obligations to the City of Hartford

Please check ONE:

\_\_\_\_\_ None of the Applicant identified in Section 2 of the above Application, the spouse of the Applicant nor any entity listed in the List of Related Entities contained in this Application Package has any outstanding obligation to the City of Hartford including but not limited to real or personal property taxes, tax liens assigned to third parties, rental payments, mortgage/loan or interest payments, parking tickets.

\_\_\_\_\_ One or more of the Applicant identified in Section 2 of the above Application, the spouse of the Applicant nor any entity listed in the List of Related Entities contained in this Application Package has any outstanding obligation to the City of Hartford including but not limited to real or personal property taxes, tax liens assigned to third parties, rental payments, mortgage/loan or interest payments, parking tickets. **PLEASE ATTACH A LIST OF ALL OUSTANDING OBGATIONS TO THIS AFFIDAVIT.**

Please check ONE:

\_\_\_\_\_ None of the Applicant identified in Section 2 of the above Application, the spouse of the Applicant nor any entity listed in the List of Related Entities contained in this Application Package has any outstanding housing or building code violations with respect to property located in the City of Hartford.

\_\_\_\_\_ One or more of the Applicant identified in Section 2 of the above Application, the spouse of the Applicant nor any entity listed in the List of Related Entities contained in this Application Package has any outstanding housing or building code violations with respect to property located in the City of Hartford. **PLEASE ATTACH A LIST OF ALL OUSTANDING VIOLATIONS TO THIS AFFIDAVIT.**

Please check ONE:

\_\_\_\_\_ None of the Applicant identified in Section 2 of the above Application, the spouse of the Applicant nor any entity listed in the List of Related Entities contained in this Application Package is in violation of or is delinquent under the terms and conditions of any executed Contract of Agreement with the City of Hartford, including reports due under the City of Hartford.



## For City of Hartford Internal Use Only

### Due Diligence Checklist: Disposition of City-Owned Property

Applicant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

City Employee Reviewing: \_\_\_\_\_

**[Reviewing employee must attach copies of all required documentation to this checklist for internal Development Services review prior to submission to Court of Common council.]**

	Item	Status C/NC/NA	Notes
1.	Application Form		
2.	Cover Letter		
4.	Tax, Lien and Violation Affidavit		
5.	Explanation of Financing		
7.	Development Schedule		
8.	Cost Breakdown		
9.	Sources and Uses of Funds		
10.	Operating Proforma		
11.	List of Prior Projects		
12.	List of Related Entities		
13.	City Background Tax/ Check Form		
14.	City Narrative on Price Rationale (including Fair Market Value)		
15.	Independent Appraisal		
16.	City Narrative on NRZ reaction and incorporation of input		
17.	UCC/Judgment/Lien/Litigation/Bankruptcy Search on Applicant and #13 Entities (if requested)		

**CITY BACKGROUND/TAX CHECK FORM**

**For City of Hartford Internal Use Only**

Applicant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

<b><u>Tax Collector Certification as to the Purchaser</u></b>	
_____ No Back Taxes Owed	
_____ Back Taxes w/Current Agreement *	(Amount Remaining: \$_____)
_____ Back Taxes w/Default Agreement*	(Amount Remaining: \$_____)
_____ Tax Lien(s) sold to _____ *	(Amount Remaining: \$_____)

<b><u>Tax Collector Certification as to All Purchaser Entities (see item #13 of this Application Package)</u></b>	
_____ No Back Taxes Owed (of any type)	
_____ Back Taxes w/Current Agreement *	(Amount Remaining: \$_____)
_____ Back Taxes w/Default Agreement*	(Amount Remaining: \$_____)
_____ Prior Year Lien(s) Assigned to _____ *	(Amount Remaining: \$_____)

Nancy Raich, City of Hartford Acting Tax Collector: \_\_\_\_\_

<b><u>Tax Assessor Certification as to the Purchaser</u></b>
_____ Current List of Taxable Property Attached
<b><u>Tax Assessor Certification as to All Purchaser Entities (see item # 13 of this Application Package)</u></b>
_____ Current List of Taxable Property Attached

John Phillip, City of Hartford Tax Assessor: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

**Accounting Department Certification as to the Purchaser**

\_\_\_\_\_ All Loan payments registered with the City are current

\_\_\_\_\_ Payments on Loans registered with the City are in arrears\* (Amount Owed: \$\_\_\_\_\_)

**Accounting Department Certification as to All Purchaser Entities (see item #13 of this Application Package)**

\_\_\_\_\_ All Loan payments registered with the City are current

\_\_\_\_\_ Payments on Loans registered with the City are in arrears\* (Amount Owed: \$\_\_\_\_\_)

Rajpaul Singh, City of Hartford Accounting: \_\_\_\_\_

Brian Matthews, Housing Division Director: \_\_\_\_\_

**Building Inspector Certification as to the Purchaser**

\_\_\_\_\_ No Violations Currently Exist

\_\_\_\_\_ Violations do Exist\*

**Building Inspector Certification as to All Purchaser Entities (see item # 13 of this Application Package)**

\_\_\_\_\_ No Violations Currently Exist

\_\_\_\_\_ Violations do Exist\*

Mike Fuschi, Acting Deputy Director of Licenses and Inspections: \_\_\_\_\_

\*Note: If back taxes, loan payments, or violations (of any type) are owed for any entities/properties, please attach a screenshot of database information.