



## **City of Schenectady, New York**

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# **BUYING A STRUCTURE FROM THE CITY OF SCHENECTADY**

**\*ALL DOCUMENTS MUST BE SUBMITTED TO THE LISTING AGENT\***

### **I. INCOME VERIFICATION FOR CASH PURCHASES**

- a. The City's purchase offer form (see the following page).
- b. Valid government issued identification.
- c. Two (2) most recent paystubs.
- d. The prior year's filed tax return.
- e. Two (2) consecutive months of certified bank account statements.
- f. List of members and their addresses if LLC;  
List of officers and their addresses if Incorporated.
- g. Any other documents you wish to include to show proof of financial ability to cover offer amount & estimated cost of rehabilitation.

### **II. INCOME VERIFICATION FOR NON-CASH PURCHASES**

- a. A pre-qualification letter or commitment letter from a lending institution promising the funds necessary to cover your offer amount and estimated rehabilitation costs.
- b. All documents listed above for cash purchases (a through g)

**The documentation listed above and offer form on the following page MUST accompany all purchase offers submitted to the City.**

### **III. IMPORTANT INFORMATION**

All prospective buyers will be cross-referenced with the City of Schenectady's Bureau of Code Enforcement and Bureau of Receipts to determine whether or not they are up to date on their taxes and/or have outstanding code violations. In addition, the City of Schenectady will check the purchaser for outstanding liens, judgments, bankruptcies, and other pertinent information.

Department of Development  
Room 14 – City Hall – 105 Jay Street  
Schenectady, New York 12305  
Office: (518) 382-5147

# CITY OF SCHENECTADY PURCHASE OFFER FORM

**◆Answers and Responses Must be Typed◆**

**FULL NAME:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY, STATE & ZIP:** \_\_\_\_\_

**E-MAIL (Optional):** \_\_\_\_\_

**CONTACT PHONE:** ( ) \_\_\_\_\_

**PROPERTY OF INTEREST:** \_\_\_\_\_

**\*Please include SBL if known.**

**YOUR PURCHASE OFFER:** \$ \_\_\_\_\_

**LISTING AGENT:** \_\_\_\_\_

- |  |     |    |     |
|--|-----|----|-----|
| 1. Are finances secured?                                       | YES | NO |     |
| 2. Is a pre-approval letter available?                         | YES | NO |     |
| 3. Do you own any property in the City of Schenectady?         | YES | NO |     |
| 4. If yes, are your property taxes current?                    | YES | NO | N/A |
| 5. If yes, are there any open code or zoning violations?       | YES | NO | N/A |
| 6. Where applicable, do you have valid rental certificates?    | YES | NO | N/A |
| 7. Are you willing you occupy the premises for 5 (five) years? | YES | NO |     |

8. Please list all properties owned within the City (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Do you have a contractor? YES NO

10. If yes, provide contractors name: \_\_\_\_\_

11. What is you plan for the property:  Owner Occupy  Investment/Rental  Rehab/Resell

12. If purchaing as investment/rental, please provide the name, address and phone number of a Schenectady County resident who will act as property manager. (See City Code §210-5)

\_\_\_\_\_

The applicant hereby certifies that the statements contained herein are truthful and complete and agrees to provide further documentation upon request.

Date: \_\_\_ / \_\_\_ / \_\_\_ Electronic Signature: \_\_\_\_\_

<b>CITY USE ONLY</b>
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- Offer Form  Purchase Agreement  Bank Statements  Commitment Letter   
ID  Pay Stubs  Tax Returns