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Schenectady's Procedure for the Sale of City-Owned Property

Buying a house can sometimes seem confusing. Below is a brief explanation of how the home buying process works through the City and/or SURA.

All available structures that are owned by the City and/or SURA must be listed on the Multiple Listing Service (MLS) (www.mls.com) for a minimum of ten (10) calendar days prior to any offers being accepted.

After the ten (10) calendar days, purchase offers (including the property purchasing form attached hereto and all other required documentation) are then accepted from the listing agent or any NYS Licensed Real Estate Agent and presented to the Property Management Committee.

The accepted offer, approved by the Property Management Committee, will then be submitted to the Claims Committee for approval. No offers can be made or accepted after the contract is presented to the Council Committee Meetings for consideration.

If approval is obtained from the Claims Committee, the offer is then submitted to the City Council for approval. Once an offer is approved by City Council, all resolutions must then be executed and approved prior to scheduling a closing.

After the completion of the above processes, the purchaser's counsel may contact the Office of Corporation Counsel to schedule a closing.

THE CLOSING AND AFTER

The City's Owner-Occupancy Program Requires:

1. Owner-occupant buyers to execute a non-payable Note and Mortgage and a Use Agreement.
2. The listing agent to return any City-owned locks and lock keys for that particular listed structure, or a charge may be incurred to the agent.
3. Purchasers shall pull all permits within thirty (30) days or the City may recapture the property. The City will do periodic checks on the property.
4. The structure be brought up to code within one (1) year. The City will do periodic checks on the property.
5. Owner-occupant buyers to occupy the property for five (5) years after purchase or the City may recapture the property. The City will do periodic checks on the property.

If you are unable to meet the above provided timeframes, you must submit in writing (prior to any deadlines) to the Corporation Counsel a written request for any extension and the reason why the extension is being requested.

Investors:

Investment buyers must execute a Use Agreement.

Approved investors will have thirty (30) days to pull all permits and six (6) months to bring the parcel up to code. The City will do periodic checks on the property.

If investors are unable to meet the above provided timeframes, investors must submit in writing (prior to any deadlines) to the Corporation Counsel a request for any extension and the reason why the extension is being requested.

These are general guidelines which will be followed; however, the City acknowledges that there are unique facts and circumstances to each sale and sometimes it may be necessary to deviate from these procedures. No sales are final until after Council approval and a closing occurs, and the City reserves the right to deviate from these guidelines on a case-by-case basis at its sole discretion with Council consent.

CONTACT THE LISTING AGENT ANY NYS LICENSED REAL ESTATE AGENT.

Property structures owned by the City and/or SURA but not yet on this list are NOT available for sale. Please check back monthly for availability.

MAKE AN OFFER ON STRUCTURES

Offers through a real estate agent should be made on standard MLS documents. All potential purchasers must demonstrate financial ability to purchase the property and bring it up to code before any offer is presented as described above.

To demonstrate financial ability to purchase, the potential purchasers must present documentation sufficient to satisfy the City. The following are examples of documentation which may be requested:

- *City of Schenectady Property Purchase Offer Form (attached).
- *Prior year tax returns.
- *Two most recent savings and checking account statements.
- *Two most recent paystubs.
- *Any other income-verification documentation you wish to include.

In addition to financial ability, 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 the prospective buyer is up to date on their taxes and/or has outstanding code violations. In addition, the City of Schenectady will check the purchaser for outstanding liens, judgments, bankruptcies, and other pertinent information.

Proposals are considered for value of the offer, financial ability, history of the owner relating to taxes and code issues. The City Property Management Committee considers offers and then forwards a recommendation to the City Council. The City Council then considers whether to authorize the Mayor to enter into the agreement.

The City's Owner Occupancy Program:

1. Requires purchasers pull all permits within thirty (30) days or the City may recapture the property.
2. Requires the structure be brought up to code within one (1) year. The City will do periodic checks on the property.
3. The City's Owner-Occupancy Program requires owner-occupant buyers to occupy the property for five (5) years after purchase or the City may recapture the property. The City will do periodic checks on the property.

If you are unable to meet the above provided timeframes, you must submit in writing (prior to the deadlines) to the Corporation Counsel, a request for any extension and the reason why the extension is being requested.

Approved Investors:

Approved investors will have thirty (30) days to pull all permits and six (6) months to bring the parcel up to code. The City will do periodic checks on the property.

These are general guidelines which will be followed; however, the City acknowledges that there are unique facts and circumstances to each sale and sometimes it may be necessary to deviate from these procedures. No sales are final until after Council approval and a closing occurs, and the City reserves the right to deviate from these guidelines on a case-by-case basis at its sole discretion with Council consent.



City of Schenectady, New York

**PURCHASING A STRUCTURE FROM THE
CITY OF SCHENECTADY**

ALL DOCUMENTS MUST BE SUBMITTED TO THE LISTING AGENT

I. INCOME VERIFICATION FOR CASH PURCHASES

- a. Valid government issued identification.
- b. Two (2) most recent paystubs.
- c. The prior year's filed tax return.
- d. Two (2) consecutive months of certified bank account statements.
- e. Any other documents you wish to include to show proof of financial ability to cover offer amount and estimated rehabilitation costs.

II. 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 the estimated rehabilitation costs.

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

Please direct all questions or concerns to the listing agent assigned to the property you are interested in pursuing. Their contact information, the asking price, and the estimated rehabilitation costs will be provided on the City's list of available structures.

CITY OF SCHENECTADY PURCHASE OFFER FORM

Please Print Clearly

FULL NAME: _____

STREET ADDRESS: _____

CITY, STATE & ZIP: _____

E-MAIL (Optional): _____

CONTACT PHONE: () _____

PARCEL OF INTEREST: _____

*Please include SBL if known.

YOUR PURCHASE OFFER: \$ _____

1. Are you willing to occupy the premises for five (5) years? YES NO

2. Are finances secured? YES NO

3. Is a pre-approval letter available? YES NO

4. Are you a contractor? YES NO

5. If no to No. 4, do you have a professional contractor? YES NO

6. If yes to No. 5, please provide your contractor's information.

Full Name: _____

Company Name: _____

7. Do you own any other property in the City of Schenectady? YES NO

8. If yes to No. 7, are your property taxes current? YES NO

9. If yes to No. 7, are there any open code violations? YES NO

10. Where applicable, do you have valid rental certificates? YES NO

What are your intentions for the purchased property? _____

If the property will not be owner-occupied, please provide the name, address, and telephone number of a Schenectady County resident who will act as property manager. (See City Code §210-5.)

**List of Available Properties
March 2020**

*Please note that Class 311 refers to vacant lots. Vacant lots are typically not placed with listing agents, but the few that are have been included on this list.

SBL	STREET NO.	STREET NAME	CLASS	AGENT NAME	BROKER	AGENT PHONE	AGENT E-MAIL	RENO. EST.	ASKING PRICE
49.75-2-2	1422	Albany Street	210	Sahara Outing	1st Kander Realty, Inc.	(518) 210-3361	sahara1stkanderrealty@gmail.com	\$45,000.00	\$65,500.00
49.84-1-8	1744	Albany Street	483	Pearl Ha	AccessPremierProperties.com, Inc.	(518) 698-7074	pearlwha@icloud.com	\$85,000.00	\$19,900.00
59.28-2-24	1850	Albany Street	210	Rosemary Riley	Keller Williams Realty	(518) 275-8936	rriley@kw.com	\$52,000.00	\$35,000.00
49.33-2-47	804	Arch Street	210	Latasha Gardner	LG Real Estate and Consulting, LLC	(518) 376-4820	ms.gardner918@gmail.com	\$30,000.00	\$10,000.00
39.51-3-19	1610	Avenue B	210	Katina Hutton	Big Blue Realty Group, Inc.	(518) 650-3663	khutton.bigbluerealty@gmail.com	\$10,000.00	\$80,000.00
60.54-2-29	238	Bradford Road	210	Latasha Gardner	LG Real Estate & Consulting	(518) 376-4820	ms.gardner918@gmail.com	\$75,000.00	\$40,000.00
49.36-3-21	638	Brandywine Avenue	220	Scipio Murren	Howard Hanna Real Estate Services	(518) 669-4166	scipiomurren@howardhanna.com	\$58,500.00	\$44,900.00
48.59-2-25	2155	Broadway	433	Gordon Furlani	Robert Cohn Associates, Inc.	(518) 852-2020	gordon.furlani@cbre-albany.com	\$75,000.00	\$80,000.00
48.66-1-21	2619	Broadway	483	Julie Gibbons	BHHS Blake, REALTORS ©	(518) 464-0870	jjgibbons@bhhsblake.com	\$35,000.00	\$39,900.00
49.54-2-43	921	Congress Street	483	Pearl Ha	AccessPremierProperties.com, Inc.	(518) 698-7074	pearlwha@icloud.com	\$43,000.00	\$70,000.00
50.78-3-43	2439	Consaul Road	210	Anthony DeNofo	BHHS Blake, REALTORS ©	(518) 269-6639	adenofio@bhhsblake.com	\$50,000.00	\$40,000.00
49.53-3-1	801	Davis Terrace	210	Patrick Campbell	Gersch Real Estate Group, LLC	(518) 859-9656	patrickcampbell123@yahoo.com	\$55,000.00	\$10,000.00
49.53-2-2	802	Davis Terrace	210	Dyaram Robert	Thompson Real Estate Team	(518) 878-5250	drobertrealty@gmail.com	\$60,000.00	\$15,000.00
49.61-2-52	1012	Davis Terrace	220	Scipio Murren	Howard Hanna Real Estate Services	(518) 669-4166	scipiomurren@howardhanna.com	\$80,000.00	\$10,000.00
49.33-3-23.1	919	Delamont Avenue	210	Wanda Waiter	1st Kander Realty, Inc.	(518) 701-9029	wandaw1stkanderrealty@gmail.com	\$70,000.00	\$10,000.00
39.50-2-52	1537	Devine Street	220	Terressa Mannix	Keller Williams Realty	(518) 724-5910	tmannix7@gmail.com	\$58,000.00	\$10,000.00
49.52-2-21	242	Division Street	220	Wanda Waiter	1st Kander Realty, Inc.	(518) 701-9029	wandaw1stkanderrealty@gmail.com	\$45,000.00	\$35,000.00
49.49-1-11.1	234	Duane Avenue	483	Sahara Outing	1st Kander Realty, Inc.	(518) 210-3361	sahara1stkanderrealty@gmail.com	\$180,000.00	\$10,000.00
49.50-2-55	345	Duane Avenue	220	John Belanger	Royalview Realty	(518) 798-1531	tamarabel@aol.com	\$10,000.00	\$30,000.00
50.39-3-3	2060	Eastern Parkway	210	Sahara Outing	1st Kander Realty, Inc.	(518) 210-3361	sahara1stkanderrealty@gmail.com	\$15,000.00	\$65,000.00
49.76-3-8	111	Edward Street	220	Ezria Brown	Rijo Realty	(518) 847-9447	ezria2602@gmail.com	\$10,000.00	\$60,000.00
49.54-2-27	1229	Fifth Avenue	220	Ryan Clark	BHHS Blake, REALTORS ©	(518) 424-7287	rclark@bhhsblake.com	\$35,000.00	\$49,900.00
39.50-2-3	1643	Foster Avenue	220	Scipio Murren	Howard Hanna Real Estate Services	(518) 669-4166	scipiomurren@howardhanna.com	\$25,000.00	\$23,000.00
39.48-1-10	313	Front Street	220	Howard Solomon	Weichert Realtors - Expert Advisors	(518) 441-6376	hsolomonsellshomes@gmail.com	\$15,000.00	\$70,000.00
49.24-5-6	337	Germania Avenue	220	Sahara Outing	1st Kander Realty, Inc.	(518) 210-3361	sahara1stkanderrealty@gmail.com	\$35,000.00	\$25,000.00
48.68-1-27	2175	Guilderland Avenue	210	Garry Packer	Howard Hanna Real Estate Services	(518) 885-2818	garryspacker@gmail.com	\$38,000.00	\$45,000.00
49.60-5-34	134	Haigh Avenue	210	Ezria Brown	Rijo Realty	(518) 847-9447	ezria2602@gmail.com	\$25,000.00	\$55,000.00
48.76-1-54.2	1064	Hegeman Street	210	Queyanna Luciano	Renee Farley Realty Group, Inc.	(518) 817-0219	que.luciano@gmail.com	\$35,000.00	\$39,900.00
48.68-7-19	1043	Helderberg Avenue	411	Rachel Henley	Miranda Real Estate Group, Inc.	(518) 348-2060	rhenley@mrgteam.com	\$20,000.00	\$70,000.00
49.33-5-3.1	211	Hulett Street	220	Dyaram Robert	Thompson Real Estate Team	(518) 878-5250	drobertrealty@gmail.com	\$55,000.00	\$20,000.00
49.50-5-16	28	Kelton Avenue	311	John Belanger	Royalview Realty	(518) 798-1531	tamarabel@aol.com	LOT	\$14,000.00
39.43-1-23	525	Lang Street	220	Barry Griggs	BHHS Blake, REALTORS ©	(347) 869-1205	bgriggs@bhhsblake.com	\$40,000.00	\$20,000.00
49.43-3-13	234	McClellan Street	230	Terressa Mannix	Keller Williams Realty	(518) 724-5910	tmannix7@gmail.com	\$37,000.00	\$75,000.00
60.30-2-21	19	Nassau Avenue	210	Sahara Outing	1st Kander Realty, Inc.	(518) 210-3361	sahara1stkanderrealty@gmail.com	\$35,000.00	\$70,000.00
49.31-4-15	548	Paige Street	220	Rachel Henley	Miranda Real Estate Group, Inc.	(518) 348-2060	rhenley@mrgteam.com	\$39,500.00	\$20,000.00
49.63-2-20	1113	Pleasant Street	230	Barry Griggs	BHHS Blake, REALTORS ©	(347) 869-1205	bgriggs@bhhsblake.com	\$54,000.00	\$39,900.00
50.21-2-55	1726	Rugby Road	220	John DiGesualdo	Howard Hanna Real Estate Services	(518) 281-5612	johndigesualdo@howardhanna.com	\$37,000.00	\$40,000.00

49.24-5-71	312	Schenectady Street	220	Sahara Outing	1st Kander Realty, Inc.	(518) 210-3361	sahara1stkanderrealty@gmail.com	\$75,000.00	\$7,000.00
49.32-3-20	418	Schenectady Street	220	Dyaram Robert	Thompson Real Estate Team	(518) 878-5250	drobertrealty@gmail.com	\$25,000.00	\$20,000.00
49.46-2-51	1327	Second Avenue	220	Rosemary Riley	Keller Williams Realty	(518) 275-8936	rriley@kw.com	\$61,800.00	\$20,000.00
49.45-1-27	417	Second Street	210	Barry Griggs	BHHS Blake, REALTORS ©	(347) 869-1205	bgriggs@bhhsblake.com	\$18,000.00	\$55,000.00
49.45-1-24	429	Second Street	220	Anthony DeNofio	BHHS Blake, REALTORS ©	(518) 269-6639	adenofio@bhhsblake.com	\$60,000.00	\$35,000.00
49.68-5-1	1461	State Street	330	Dyaram Robert	Thompson Real Estate Team	(518) 878-5250	drobertrealty@gmail.com	LOT	\$5,000.00
60.47-2-42	1859	State Street	484	Gordon Furlani	Robert Cohn Associates, Inc.	(518) 852-2020	gordon.furlani@cbre-albany.com	\$150,000.00	\$35,000.00
60.56-2-3	2028	State Street	210	Naomi Kissoon	Thompson Real Estate Team	(518) 384-9026	naomikissoon@icloud.com	\$55,000.00	\$40,000.00
49.40-3-49	817	Strong Street	220	Sahara Outing	1st Kander Realty, Inc.	(518) 210-3361	sahara1stkanderrealty@gmail.com	\$50,000.00	\$40,000.00
49.49-1-53	917	Strong Street	220	Sahara Outing	1st Kander Realty, Inc.	(518) 210-3361	sahara1stkanderrealty@gmail.com	\$50,000.00	\$40,000.00
49.31-2-18	546	Summit Avenue	220	Dyaram Robert	Thompson Real Estate Team	(518) 878-5250	drobertrealty@gmail.com	\$150,000.00	\$10,000.00
49.31-2-20	550	Summit Avenue	220	Katina Hutton	Big Blue Realty Group, Inc.	(518) 650-3663	khutton.bigbluerealty@gmail.com	\$35,000.00	\$20,000.00
48.51-3-37	2321	Turner Avenue	220	Warren Egan	Egan Realty	(518) 312-1170	oceannanny@aol.com	\$53,000.00	\$22,000.00
49.56-3-27.1	1125	Van Cortland	220	Dawn Raysor	1st Kander Realty, Inc.	(518) 992-4990	dawnraysor@icloud.com	\$45,000.00	\$18,000.00
48.60-2-51	2037	Wabash Avenue	484	Sahara Outing	1st Kander Realty, Inc.	(518) 210-3361	sahara1stkanderrealty@gmail.com	\$42,000.00	\$125,000.00
49.42-5-19	59	Waldorf Place	220	Katina Hutton	Big Blue Realty Group, Inc.	(518) 650-3663	khutton.bigbluerealty@gmail.com	\$50,000.00	\$20,000.00
40.77-1-12	1118	Waverly Place	210	Carol Bohl	Brass Tacs Real Estate Company	(518) 378-5067	carol@brasstacsrealestate.com	\$42,000.00	\$40,000.00
49.76-5-14	38	Willow Avenue	210	Barry Griggs	BHHS Blake, REALTORS ©	(347) 869-1205	bgriggs@bhhsblake.com	\$50,000.00	\$20,000.00
49.68-5-35	87	Willow Avenue	220	Queyanna Luciano	Renee Farley Realty Group, Inc.	(518) 577-8863	que.luciano@gmail.com	\$35,000.00	\$39,900.00