



## **Purchase of City-Owned Property Application\*** **Department of Housing and Community Development** **Land Resources Division**

### **SUMMARY OF PROCESS**

The Baltimore City Department of Housing and Community Development (DHCD) accepts applications/proposals for available City-owned properties. A list of these properties is available at [www.baltimorehousing.org/Vacants to Value](http://www.baltimorehousing.org/Vacants_to_Value). You may also obtain a copy of the property list at 417 E. Fayette Street, 10<sup>th</sup> Floor – Room 1037, Baltimore, MD 21202, between the hours of 8:30 a.m. and 4:30 p.m or call us at 410-396-4111.

Awards will be based on information contained in your application package and the applications from other buyers; if any are received. By submitting an application, you give DHCD the authorization to request a credit report or verify any information submitted.

### **Proposal Review**

DHCD will review applications to determine the following:

- The appropriateness of the proposed development
- The feasibility of the proposed development
- The capacity of the applicant to undertake and complete the project
- The ability to demonstrate appropriate financial resources, an acceptable credit history, a record of responsible property ownership and management, and, where applicable, previous development experience

Additional submission requirements include the following:

- The application must be completed in full.
- If the proposed buyer is an LLC, limited partnership, corporation, or other limited liability entity, said entity must be registered and in good standing with the Maryland Department of Assessments and Taxation
- The Buyer must have no current housing code violations in Baltimore City
  - For LLCs, partnerships and/or corporations, current housing code violations must not be associated with any of the principals of the LLC, partnership, or corporation.
- The Buyer must be current on all taxes due to Baltimore City.
- The development plan must be consistent with the property's existing or permitted uses. (Buyer should not propose rehab of a site when the property is a vacant lot)

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\* Availability of properties is subject to change.

# Property Purchase Application

## City of Baltimore

- For proposed new construction, proposed development requiring a use permit, or any proposed zoning changes, a letter of support from the community association(s) and/or the Comprehensive Planner (Department of Planning) is required. DHCD will issue a conditional award for the proposed use pending approval from the appropriate city agency. In such case, approval from the required City agency is mandatory before settlement shall occur.

### Price

Properties are advertised for sale on the Department's web site with a price that has been determined by the department pursuant to the City of Baltimore's Appraisal Policy. Any reasonable offer submitted with a complete application package will be reviewed.

### Notification Schedule and Deposit

- Buyers will be notified in writing of an award decision within three (3) weeks of submission of a completed application. The buyer shall sign the award letter and return with deposit within seven (7) business days. If the signed award letter not received by the deadline, the award offer will be rescinded and your original proposal will be sent back to you.
- If the City receives multiple offers for the same property, the City may request additional information from all buyers.
- A deposit of ten (10%) percent of the purchase price (per property) is due within seven (7) business days upon receipt and acceptance of the award letter.
- The deposit is applied to the purchase price at the time of settlement.
- The deposit is NOT refundable if the buyer fails to reach settlement. (See terms below.)

### Rights of Entry

Entry to the property is prohibited without obtaining an "Inspection Right of Entry" from Land Resources Division. Prospective buyers who wish to gain entrance to properties should contact our offices at 410.396.4793. All properties are awarded and sold in "as is" condition.

### Appraisals

Pursuant to the appraisal policy of the City of Baltimore, all properties valued at more than \$20,000 require an appraisal performed by a licensed, DHCD-approved appraiser (list will be included in award letter). The buyer is responsible for paying the appraisal company in advance by Certified Check, Cashier's Check, or Money Order within seven (7) business days from the date of the award letter. The appraisal fee is NOT refundable.

### Settlement

Terms of Sales under this process are as follows:

- The deposit is NOT refundable if the buyer fails to reach settlement (see terms below)
- Settlement shall occur within 90 days of the execution of the Land Disposition Agreement (LDA) †
- Settlement shall occur only upon evidence satisfactory to the Seller that the buyer has:
  - construction plans for the renovation of the Property
  - a timeline for the development
  - a fully executed construction contract for the complete renovation of the Property in accordance with the approved construction plan
  - verified funds and/or legally binding loan commitments in amounts sufficient to complete the renovation of the Property in accordance with the approved construction plans
- Property will be delivered free and clear of all liens at settlement

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† A Land Disposition Agreement (LDA) functions as a real estate contract of sale

# Property Purchase Application City of Baltimore

**Submission:** Submit completed application to:

Open Bid Program  
c/o DHCD Office of Land Resources  
Attn: Teresa Stephens  
417 East Fayette Street, Room 1047  
Baltimore, Maryland 21202

email: [VacantsToValueInfo@BaltimoreCity.gov](mailto:VacantsToValueInfo@BaltimoreCity.gov)  
fax: 410-396-1667 or 410-396-3682

A processing fee of \$100.00 is due with application. No application fee is required for applications for side-yard purchases by adjacent owner-occupants.” (Certified Checks, Cashier’s Check or Money Orders should be made payable to the “Director of Finance”

The City reserves the right to reject or disqualify proposals that are submitted in improper format or are incomplete. The City further reserves the right to remove a property from Open Bid at any time. The application fee is non-refundable except in cases where the property is removed from the Open Bid list and will no longer be made available for sale.

## **Contents of an Offer**

In submitting a bid, please provide the following information as appropriate for your proposal. Provide one (1) signed original and one (1) copy.

- Application Fee
- Form A Property and Buyer Information (Required)
- Form B Development Plan (Required)
- Form C Development Budget (Required)
- Form C.2 Sources & Uses Statement (Required)
- Form D Development Pro Forma (Required only for rental projects)
- Form E Financial Asset Form (Individual Buyers Only)
- Form F Financial Asset Form (Business Entities Only)
- Form G City Owned Property Disclosure
- Form H Informational Guidelines for Area Median Income Standards for State of MD

**Property Purchase Application  
City of Baltimore**

**FORM A            PROPERTY AND BUYER INFORMATION**

**A.1.            PROPERTY INFORMATION**

<b>BLOCK / LOT #</b>	<b>ADDRESS OF PROPERTY FOR WHICH BID IS SUBMITTED</b>	<b>NEIGHBORHOOD</b>	<b>LIST PRICE (FROM WEBSITE)</b>	<b>OFFER PRICE FOR PROPERTY</b>

## Property Purchase Application City of Baltimore

### A.2. BUYER INFORMATION

Name of Buyer/Entity : & Social Security #/SDAT ID/EIN:	
Address:	
Contact Person:	
Telephone Number:	
Fax Number	
Email Address:	
Address of Property(ies) Owned Adjacent to Property Sought, if applicable. <b>(Attach evidence of ownership)</b>	
Property Use	
Proposed Completion Date	

Please be advised that HCD will use the above contact information to keep the buyer informed about the process, to request additional information, and to give notice of buyer selection.

### A.3. DISCLOSURES

Check the boxes below regarding each individual and/or business entity buyer and any of the business entities listed above. For each item listed below answered in the affirmative, please provide a full explanation including, as appropriate, (1) date, (2) charge, (3) place, (4) court and case number, (5) action taken, and (6) current disposition. Attach documentation as necessary.

1. Buyer is a party in a pending lawsuit. Yes No
2. Buyer has a conviction or pending case for fraud, bribery or grand Yes No
3. Buyer has a conviction or pending case for arson Yes No
4. Buyer has been indicted for or convicted of any felony within the past 10 years Yes No
5. Buyer has been a debtor in a bankruptcy proceeding, either voluntary or involuntary, within the past 10 years Yes No
6. Buyer has unpaid delinquent taxes, municipal liens, and/or outstanding civil money judgments Yes No
7. Buyer has been declared in default of a loan or failed to complete a development project Yes No
8. Buyer has failed to complete or currently in violation of a Land Disposition Agreement or other agreement involving the City of Baltimore Yes No

## Property Purchase Application City of Baltimore

9. Buyer owns a property that is currently subject to a Vacant House Notice or other housing code violation in Baltimore City or elsewhere Yes No
10. Buyer has failed to obtain required permit for work performed. Yes No
11. Buyer has failed to register a currently owned, non-owner occupied dwelling unit in Baltimore City as required by Baltimore City Code Art. 13 § 4 Yes No
12. Buyer has failed to comply with inspection and/or registration requirements under the *Maryland Lead Law*. (Maryland Code, Environment §§6-801 *et seq.*; Maryland Code, Real Property § 8-208.2) Yes No
13. Buyer is in arrears on its payments to the City of Baltimore and/or has outstanding liens or other obligations owed the City. Yes No

### A.4. CERTIFICATION

I, \_\_\_\_\_ (Print Name) am the buyer or an officer authorized to make a binding contractual commitment for the Buyer.

I acknowledge that failure to disclose a material fact or to misrepresent a fact can result in a rejection of my participation in the Open Bid program. I certify that all of the information contained in my application to purchase is true and correct to the best of my knowledge and belief. I understand by signing this form that the City may, at its choosing, conduct a credit check with and may conduct additional background checks.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Property Purchase Application  
City of Baltimore**

**FORM C Sources & Uses Statement (Required)**

	Amount
Buyer Equity - Cash – List by source and provide terms	
Buyer Equity – Other – List by source and provide terms	
Private Debt – List by source and provide terms	
Public Debt – List by source and provide terms	
Other Public Support - List by source and provide terms	
Other (Specify):	
<b>Total Sources</b>	
<b>Uses</b>	
(including, but be not limited to, all applicable items listed below)	
Acquisition	
Hard Costs (e.g., trades such as plumbing, electrical, heating and ventilation, masonry, carpentry, roofing, etc.)	
Soft Costs (e.g., architectural engineer, legal and accounting, permits, etc.)	
<b>Total Uses</b>	
<b>Net</b>	

You must provide supporting documentation for all sources including letters of commitment from lending institutions, bank statements, etc.

**Property Purchase Application  
City of Baltimore**

**FORM D**

**DEVELOPMENT PRO FORMA**

\*this form needs to be completed for all rental property(ies)

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
<b>Revenue</b>										
Residential Rent										
Commercial Rent										
Parking Income										
Other Revenue (specify):										
<b>Total Gross Revenue</b>										
<b>Deductions from Revenue</b>										
Vacancy Losses										
Collection Losses										
Other Deductions (specify):										
<b>Total Effective Revenue</b>										
<b>Expenses</b>										
Real Property Taxes										
Personal Property Taxes										
Parking Taxes										
Payroll and Fringe Benefits										
Repairs and Replacements										
Management Fee										
Utilities										
Security										
Other Mgmt Costs (specify):										
Other Expenses (specify):										
<b>Total Expenses</b>										
<b>Net Operating Income</b>										
<b>Debt Service</b>										
First Mortgage (Lender: _____)										
Second Mortgage (Lender: _____)										
Other Debt Service (Lender: _____)										
<b>Total Debt Service</b>										
<b>CASH FLOW</b>										

# Property Purchase Application City of Baltimore

## FORM E FINANCIAL ASSET FORM (INDIVIDUAL BUYERS)

THIS INFORMATION IS PRESENTED WITH THE UNDERSTANDING THAT IT MAY BE USED AS A BASIS FOR THE ACCEPTANCE OF A CONTRACT BY THE SELLER AND FURTHER AUTHORIZES THE SELLER TO OBTAIN VERIFICATION FROM ANY SOURCE NAMED HEREIN OR FROM ANY CREDIT REPORTING AGENCY BY OBTAINING A CREDIT REPORT CONTAINING CREDIT CARD OR OTHER ACCOUNT NUMBERS OF THE UNDERSIGNED.

Purchaser (Full Name) \_\_\_\_\_ Birth date \_\_\_\_\_ Soc.Sec. \_\_\_\_\_  
 Home Phone ( ) \_\_\_\_\_ Mobile Phone: ( ) \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_  
 Present Address \_\_\_\_\_  
 Years at Present Address \_\_\_\_\_  
 Total Monthly Housing Costs (mortgage or rent) \$ \_\_\_\_\_/month  
 Previous Address (if at current residence less than two years)  
 \_\_\_\_\_ How Long? \_\_\_\_\_

Married? Yes( ) No( ) # Dependents \_\_\_ Ages \_\_\_\_\_  
 Occupation (Position & Type of Business) \_\_\_\_\_  
 Place of Employment (Name & Address) \_\_\_\_\_ No of years \_\_\_\_\_  
 Previous Employer (Name & Address) \_\_\_\_\_ No of years \_\_\_\_\_  
 (Show all employment for the past two years, use reverse if needed)

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Co-Purchaser (Full Name) \_\_\_\_\_ Birth Date \_\_\_\_\_  
 Soc.Sec. \_\_\_\_\_  
 Home Phone ( ) \_\_\_\_\_ Mobile Phone: ( ) \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_  
 Present Address \_\_\_\_\_  
 Years at Present Address \_\_\_\_\_  
 Total Monthly Housing Costs (mortgage or rent) \$ \_\_\_\_\_/month  
 Previous Address (if at current residence less than two years)  
 \_\_\_\_\_ How Long? \_\_\_\_\_

Married? Yes ( ) No ( ) # Dependents \_\_\_ Ages \_\_\_\_\_  
 Occupation (Position & Type of Business) \_\_\_\_\_  
 Place of Employment (Name & Address) \_\_\_\_\_ No of years \_\_\_\_\_  
 Previous Employer (Name & Address) \_\_\_\_\_ No of years \_\_\_\_\_  
 (Show all employment for the past two years, use reverse if needed)  
 (Show all employment for at least 24-mos. Use reverse if needed)

### ASSETS

GROSS ANNUAL INCOME			ASSETS		Bank Names
	PURCHASER	CO-PURCHASER		\$	
Base Salary	\$ _____	\$ _____	Checking	\$ _____	_____
Overtime	\$ _____	\$ _____	Savings	\$ _____	_____
Bonuses	\$ _____	\$ _____		\$ _____	_____
Commissions	\$ _____	\$ _____	Credit Union	\$ _____	_____
Dividends	\$ _____	\$ _____	Stocks	\$ _____	_____
Net Rental Income	\$ _____	\$ _____	Life Insurance	\$ _____	_____
Net Self Employed	\$ _____	\$ _____	Other Assets	\$ _____	_____
Other*	\$ _____	\$ _____	(Specify Below)		_____
					_____
					_____
					_____

\*Alimony, child support or separate maintenance income need not be revealed unless you choose to have it considered as a basis for qualifying for mortgage financing.

## Property Purchase Application City of Baltimore

Do you intend to occupy this property as your permanent residence? ( )Yes ( )No	Present Residence (if owned) Mkt. Value \$ _____ Mtg. Bal. \$ _____ Lender _____
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**LIABILITIES** (List outstanding obligations, including auto loans, mortgage payments, credit cards, charge accounts, credit union loans, personal loans and all other debts – use reverse side if necessary.)

CREDITOR'S NAME	MONTHLY PAYMENT	UNPAID BALANCE	DATE DUE
_____	\$ _____	\$ _____	-
_____	\$ _____	\$ _____	-
_____	\$ _____	\$ _____	-
	TOTALS \$ _____		\$ _____

ALIMONY \$ \_\_\_\_\_ CHILD SUPPORT \$ \_\_\_\_\_ CHILD CARE \$ \_\_\_\_\_

# Property Purchase Application City of Baltimore

**FORM F**

**FINANCIAL ASSET FORM (BUSINESS ENTITIES)**

THIS INFORMATION IS PRESENTED WITH THE UNDERSTANDING THAT IT MAY BE USED AS A BASIS FOR THE ACCEPTANCE OF A CONTRACT BY THE SELLER AND FURTHER AUTHORIZES THE SELLER TO OBTAIN VERIFICATION FROM ANY SOURCE NAMED HEREIN OR FROM ANY CREDIT REPORTING AGENCY BY OBTAINING A CREDIT REPORT CONTAINING CREDIT CARD OR OTHER ACCOUNT NUMBERS OF THE UNDERSIGNED.

Business Entity Name \_\_\_\_\_  
 Business Entity Telephone Number \_\_\_\_\_  
 Business Entity Address \_\_\_\_\_  
 Date of Incorporation, Formation or Licensure \_\_\_\_\_  
 EIN# \_\_\_\_\_  
 Is the Business Entity in Good Standing?  Yes  No  
 If not in good standing, please explain \_\_\_\_\_  
 \_\_\_\_\_

List all entity principals and/or business partners \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**BUSINESS ASSETS**

GROSS ANNUAL INCOME			ASSETS		Bank Names		
	PURCHASER	CO-PURCHASER					
Net Revenues	\$ _____	\$ _____	Checking	\$ _____	_____		
Contributions/Gifts	\$ _____	\$ _____		\$ _____	_____		
Dividends	\$ _____	\$ _____	Savings	\$ _____	_____		
Net Rental Income	\$ _____	\$ _____		\$ _____	_____		
Other*	\$ _____	\$ _____	Credit Union	\$ _____	_____		
			Stocks	\$ _____			
			Life Insurance	\$ _____			
			Other Assets	\$ _____			
			(Specify Below)				
Do You Intend to Occupy this Property As Your Permanent Business/Residence? ( ) Yes ( ) No			_____				
			Present Business Residence (if owned)				
			Mkt. Value \$ _____	Mtg. Bal. \$ _____			
			Lender _____				

**LIABILITIES** (List outstanding obligations, including auto loans, mortgage payments, credit cards, charge accounts, credit union loans, personal loans and all other debts – use reverse side if necessary.)

DATE DUE	CREDITOR'S NAME	MONTHLY PAYMENT	UNPAID BALANCE
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
TOTALS		\$ _____	\$ _____

# Property Purchase Application City of Baltimore

## FORM G

## SCORING CRITERIA CHECKLIST

Check all boxes that apply and provide explanations as required.

- Development of middle-income home ownership opportunities  
Explain: \_\_\_\_\_
- Development of affordable housing  
Explain: \_\_\_\_\_
- Priority placement for displaced residents displaced by government-sponsored projects  
Explain: \_\_\_\_\_
- Inclusion of one bedroom unit for non-elderly persons with disabilities  
Explain: \_\_\_\_\_
- Advanced Energy Efficient and environmentally sustainable building principles and practices  
Explain: \_\_\_\_\_
- Retain and enhance the architectural characteristics of the neighborhood  
Explain: \_\_\_\_\_
- Buyer owns adjacent property located at  
(Address): \_\_\_\_\_
- Buyer is a non-profit housing developer in good standing in the state of Maryland.

**Property Purchase Application  
City of Baltimore**

**Application Checklist**

You must include the following documentation:

- Completed and signed application
- Application Fee (certified or Cashier's checks or money order only)
- Pre-approval letter evidencing financial commitment for rehab and/or construction loan
- Financial pro forma
- Sources and Uses Statement (Form C)
- Proof of adjacent property ownership
- Detailed description of development plans for middle-income homeownership opportunities
- Detailed description of development plans for affordable housing – rental opportunities
- Disclosure of all City owned properties; and
- Evidence of the ability to provide proposed social, community or public benefit