

Q: How do I find out about and/or arrange to see available properties?

A: The City Treasurer's Office and Community and Economic Development Department (CED) maintains a master list of available properties. . If you identify a property that you may be interested in purchasing, you can contact the Community and Economic Development Department at 339-7643.

Q: If the property I wish to purchase is on the list, why am I being told it is not available to purchase?

A: This is not uncommon and could result for any of the following reasons:

- (1) The former owner may have redeemed the property;
- (2) The city may already be under contract to sell the property to another bidder;
- (3) The building may be on the City's demolition list;
- (4) The property is to be used for a municipal purpose.

Q: Once I find a property I am interested in, what is the next step?

A: You must fill out the City's purchase proposal form. Once completed, the forms should be returned to the Real Property Office, City Hall, 3rd Floor, 198 N. Washington Street, Rome, NY 13440, care of Patrick Hetherington.

Q: How much should I offer for the property?

A: It is your responsibility to justify your bid price. In reviewing the proposal, the Real Property Committee does take into consideration the amount you are going to invest into the rehabilitation of the property. If your bid price is not accepted, you will be notified in writing.

Q: Are there any conditions attached to the sale?

A: Yes. At a minimum, the building must meet requirements of the City of Rome Codes Office consistent with your proposed use. Additional general rehabilitation items beyond minimum codes compliance may also be required and the itemized habilitation plan that you included with your proposal will become a condition of sale. There may also be additional conditions of sale depending on your intended use that will be determined after review of your proposal. A complete list of conditions of sale will be included in a Rehabilitation Agreement. Upon signing the Rehabilitation Agreement, you will be required to pay a portion of the full amount of the purchase price and present proof of proper insurance coverage. You will obtain a **quit-claim deed** after successful completion of the terms of the Rehabilitation Agreement and fulfilling payment of the remainder of the purchase price.

Q: How much time is allotted to complete the repair work?

A: The time allotted depends on the extent of the rehabilitation work required. The more extensive the work, the more time allowed. Generally, you are allowed a maximum of six (6) months to complete your rehabilitation work.

Q: Am I getting the property free and clear of all back taxes?

A: If the property is in the Rome City School District, the City will give you a deed free and clear of all back city and school taxes and water and sewer rents up to the time of signing the Rehabilitation Agreement. Current year's taxes will be prorated based on the date of the Rehabilitation Agreement. There

may be taxes owed to the County of Oneida or, if the property is not in the Rome City School District, to the applicable school tax collector. It is your responsibility to investigate these issues on your own.

Q: Are there any liens on the property?

A: The City is giving you a **quit claim deed** only. The City makes no representations or guarantees about the title. It is your responsibility to investigate these issues on your own or through an attorney. Investing through a title search to determine if there is a lien(s) on the property is in your interest and at your expense. Should the Buyer wish to obtain any title searches, tax searches, bankruptcy searches, surveys, title insurance, or any other title inquiries, the Buyer is advised to do so in advance of entering into the Rehabilitation Agreement. Contact your attorney or title search organization to obtain more information on cost and time of researching title.

Q: Do I need a Building Permit?

A: You will need to obtain a building permit from the Codes Department prior to receiving the keys to enter an existing structure or prior to beginning construction on vacant land.