



**DEPARTMENT OF CODE ENFORCEMENT**  
ROME CITY HALL, 198 N. WASHINGTON STREET  
ROME, NEW YORK 13440-5815  
Telephone: (315) 339-7642 Fax: (315) 339-7638  
[www.romenewyork.com](http://www.romenewyork.com)

## **Real Property Proposal Instructions:**

- 1. Proposals received after 4:00PM on the last business day of the month will be considered the following month if the property is still available**
- 2. Proposals received that are incomplete will be immediately disqualified.**
- 3. Price is not the only determining factor in the evaluation of proposals by the Real Property Committee. Intended use, rehabilitation scope, schedule of the rehabilitation, proposed price, and code and criminal history of the applicant are evaluated in aggregate.**
- 4. The City of Rome reserves the right to reject all proposals in its sole and absolute discretion.**
- 5. The Real Property Committee recommendations to the Common Council will be posted at the Real Property Committee section of <http://www.romenewyork.com/> approximately one month after the proposal submission deadline.**

# PROPOSAL TO PURCHASE PROPERTY ACQUIRED BY THE CITY OF ROME THROUGH TAX FORECLOSURE

Date of Proposal: \_\_\_\_\_

Name(s): \_\_\_\_\_

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

Tel No.: \_\_\_\_\_

E-mail \_\_\_\_\_

Contact Name of Business Applicant \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(if different from above) \_\_\_\_\_

Location of subject property: \_\_\_\_\_

Tax map number: \_\_\_\_\_

What is your intended use of the property? Examples could include primary residence, rental real estate, investment or commercial/business, parking, etc?

Is your proposed use of the property compliant with applicable zoning regulations? Yes                      No  
If unknown, contact City of Rome Zoning Officer for determination.

**Complete Attached Rehabilitation Estimate and Schedule**

## Rehabilitation Estimate and Schedule

	Cost Estimate of Repair	Rationale for Estimate	Days to Complete from Start
Foundation			
Roof			
Basement / Crawl Space			
Exterior Finish			
Landscaping			
Driveway / Parking Area			
Sidewalk			
Structural Repairs			
Insulation			
Furnace			
Electrical Service			
Electrical Branch Circuits			
Electrical Devices			
Plumbing and Sewer Laterals			
Plumbing Lines			
Plumbing Fixtures			
Kitchen Cabinets			
Flooring			
Wallboard			
Windows			
Doors			
Permit Fees			
<b>Total</b>		<b>Total Length of Rehabilitation</b>	

**Provide a detailed estimate of the financial cost associated with the acquisition and rehabilitation of the property, including sums anticipated for each of the following, as may be applicable:** (1) purchase price; (2) legal fees and disbursements; (3) abstract searches and/or title insurance; (4) itemized statement of rehabilitation expenses (attach a separate sheet if necessary.)

- (1) Purchase price: \_\_\_\_\_
- (2) Legal fees and disbursements: \_\_\_\_\_
- (3) Cost of insurance, naming the City of Rome as an additional insured. The amounts of such insurance shall be in the sum of five hundred thousand dollars (\$500,000) for personal injury/general liability and five hundred thousand dollars (\$500,000) for property damage/fire loss, or, in the alternative, blanket coverage for five hundred thousand dollars (\$500,000). Note: insurance premiums may vary. Please check with your Insurance Company as to your specific policy premiums. \_\_\_\_\_
- (4) Abstract searches and/or title insurance: \_\_\_\_\_
- (5) Rehabilitation expenses: \_\_\_\_\_

Total Estimate of Investment: \_\_\_\_\_

Indicate the source of the funds you intend to utilize for the project and indicate when those funds will be available, i.e. bank funds, home equity loan, personal loan. The City of Rome reserves the right to request proof of funds to complete the project.

**You are responsible for any and all liens and mortgages against the property other than City of Rome taxes, Oneida county taxes and City of Rome School District taxes prior to the signing of the rehabiliiton agreement.**

You are encouraged to check with the Oneida County Commissioner of Finance, the appropriate school district, legal counsel or title Search Company to determine whether there are any outstanding tax liens or other liens assessed against the property.

Any other pertinent information (add additional sheet as required):

I understand that if my proposal is accepted, I will be responsible for the amount equivalent of the prorated tax burden (City, School and County) on the property from the date I sign the rehabilitation agreement and due at closing.

\_\_\_\_\_ Initial

I understand that if my proposal is accepted, I am required to obtain and maintain during the term of the rehabilitation, a policy of general liability insurance, written by one or more insurance carriers licensed to do business in the State of New York. The liability coverage of such insurance shall not be less than Five Hundred Thousand Dollars (\$500,000), per occurrence, for bodily injury and death, and/or property damage, or minimum general aggregate coverage of Five Hundred Thousand Dollars (\$500,000).

\_\_\_\_\_ Initial

I understand that if my proposal is accepted, I am required to present funds in the amount of 25% of my proposed price (100% if a vacant lot) at the time of signing my rehabilitation agreement.

\_\_\_\_\_ Initial

I understand that if my proposal is accepted and I fail to perform or observe any of the terms of my rehabilitation agreement, any investment in or improvement to the property and any down payment will be forfeited.

\_\_\_\_\_ Initial

I understand that the proposed price is not the only factor involved in evaluating my proposal. Impact to the community, resources to complete my proposed rehabilitation plan, code violation history and tax payment status of other properties owned within the City of Rome are also factors of consideration.

\_\_\_\_\_ Initial

I understand that property will not be sold to anyone with delinquent City of Rome, Oneida County or City of Rome School District taxes.

\_\_\_\_\_ Initial

I understand that work cannot commence on any property until a rehabilitation agreement is signed, a building permit is issued and requisite boards (Zoning Board of Appeals, Planning Board, etc.) render an approval

\_\_\_\_\_ Initial

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_