

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

A: The City of Rome Code Enforcement Office maintains a master list of available properties which is updated on a monthly basis. [Click here to see the most current list.](#) If you identify a property that you may be interested in purchasing, you can contact the Code Enforcement Office at 315-838-1709.

Q: Who may propose on a property?

A: Any person may propose on a property. Proposed that owe any taxes on property in Oneida County will be automatically disqualified. Persons that own property that have had a history of noncompliance will be discredited in the evaluation process.

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. Click here to obtain a copy of the proposal form. Once completed, the forms should be returned to the City Clerk Office in a sealed envelope with proposer name and address of the property you are proposing on written on the envelope. Proposals must be delivered by the last business day of the month no later than 4:00PM

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, the length of time of the rehabilitation and the offering price. If your bid price is not accepted, you will be notified.

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. [Click here for a Sample Rehabilitation Agreement.](#) Upon signing the Rehabilitation Agreement, you will be required to pay 25% 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 but extensive rehabilitation may be granted one year.

Q: When can I start the rehabilitation on the property?

A: Once your proposal is approved by the Real Property Committee, The Common Council must vote to approve entering into a rehabilitation contract. Upon approval of the Common Council you will be contacted to sign a rehabilitation agreement. Once the rehabilitation agreement is signed a building permit can be issued and work can commence.

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.

Q: What if the rehabilitation is not completed in the time allotted?

A: If the rehabilitation is not completed in the allotted time, you must prepare a written extension request detailing the amount of work needed to be completed and the requested amount of time. The Real Property Committee will determine if the request is reasonable and if you grant an extension. Payment of the taxes that have accrued on the property during the rehabilitation will need to be paid to be granted an extension.

Q: When can the property be occupied?

A: A person and contractor may begin rehabilitation once the rehabilitation agreement has been signed, proof of insurance is provided and a building permit is issued. Occupancy comprises either renting or utilizing the building for its intended purpose. Occupancy can only take place following the closing on the property and filing of the deed.