



Offer to Purchase Surplus Real Property

Commission Adopted 03/15/04,

In accordance with City Policy, all offers to purchase Surplus Real Property shall be submitted in writing and signed by the prospective purchaser(s). The following must be completed in its entirety before an offer will be considered.

I acknowledge and certify that I have read The Policy for the Disposition of City Owned Surplus Real Property _____ (initials)

I acknowledge and certify that I have read and returned a signed Disclaimer Regarding City Owned Surplus Real Property (Attachment A) _____ (initials)

Real Estate Brokers must enter into the listing agreement incorporated in the Policy for the Disposition of City Owned Surplus Real Property.

Applicant: Individual Corporation or other entity

Purchaser(s) Name: _____

Spouse's name on deed Yes No Name of Spouse: _____
(if applicable)

Purchaser(s) Address: _____

Telephone Number – Home: (____) _____ Work: (____) _____

Email address: _____

Legal name of organization: _____
(if applicable, if not insert n/a)

Name of principal for purchaser who is authorized to execute all documents of behalf of purchaser: _____
(if same as Purchaser, insert Same)

Parcel number: _____

Parcel address: _____

Total purchase price: _____

Proposed use and development of the property _____

Guarantees for completing any proposed project _____

Dollars to be invested (if constructing a building / home) _____

Anticipated method(s) of financing _____

Timeline for implementation and completion of any proposed project _____

Contingencies required by purchaser _____

Any specific contingencies to be performed by the City _____

If proposed use of the property is commercial or industrial complete the following:

Number of jobs to be created/retained: _____

Average job wage: _____

Developer Name: _____

Developer's Address: _____

Developer's Telephone Number: _____

Terms of Sale (e.g. cash, land contract or option): _____

Signatures of Prospective Purchaser(s):

Name:

Date:

Name:

Date:

Return this form along with Disclaimer Regarding City Owned Surplus Real Property to:

City of Bay City Economic Development Department
Room 210
301 Washington Avenue
Bay City, MI 48708

FOR INTERNAL USE ONLY:

Received Date		Approved	
Received Disclaimer (Attachment A)		Commission Proceeding Date	
Real Estate Broker Listing Agreement (if applicable)		Date Title Recorded	