



## **City of Schenectady, New York**

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### **BUYING A STRUCTURE FROM THE CITY OF SCHENECTADY**

**\*ALL DOCUMENTS MUST BE SUBMITTED TO THE LISTING AGENT\***

#### **I. INCOME VERIFICATION**

- a. The City's purchase offer form (see the following page).
- b. Valid government issued identification.
- c. Two (2) most recent paystubs.
- d. The prior year's filed tax return.
- e. Two (2) consecutive months of certified bank account statements.
- f. Proof of business ownership must include List of members and their addresses if LLC; List of officers and their addresses if Incorporated.
- g. Any other documents you wish to include to show proof of financial ability to cover both offer amount & additional reserves requested in listing.

#### **II. INCOME VERIFICATION FOR NON-CASH PURCHASES**

- a. A pre-qualification letter or commitment letter from a lending institution promising the funds necessary to cover your offer amount and estimated rehabilitation costs.
- b. All documents listed above for cash purchases (a through g)

**The documentation listed above and offer form on the following page MUST accompany all purchase offers submitted to the City.**

#### **III. IMPORTANT INFORMATION**

All prospective buyers will be cross-referenced with the City of Schenectady's Bureau of Code Enforcement and Bureau of Receipts to determine whether or not they are up to date on their taxes and/or have outstanding code violations. In addition, the City of Schenectady will check the purchaser for outstanding liens, judgments, bankruptcies, and other pertinent information.

Department of Development  
Room 206 – City Hall – 105 Jay Street  
Schenectady, New York 12305  
Office: (518) 382-5147

# CITY OF SCHENECTADY PURCHASE OFFER FORM

**◆Answers and Responses Must be Typed◆**

**PROPERTY TO PURCHASE:** \_\_\_\_\_  
(sbl if known) \_\_\_\_\_

**OFFER AMOUNT:** \_\_\_\_\_  
(Must match purchase contract)

**LISTING AGENT:** \_\_\_\_\_

**BUYER'S AGENT:** \_\_\_\_\_

**NAME OF BUYER:** \_\_\_\_\_

**BUYER'S ADDRESS:** \_\_\_\_\_

**EMAIL & PHONE #:** \_\_\_\_\_

1. Are finances secured?  YES  NO
2. Is a pre-approval letter available?  YES  NO
3. Do you own ANY property in the City of Schenectady?  YES  NO
4. If yes, are your property taxes current?  YES  NO  N/A
5. If yes, are there any open code or zoning violations?  YES  NO  N/A
6. Where applicable, do you have valid rental certificates?  YES  NO  N/A
7. Are you willing you occupy the premises for 5 (five) years?  YES  NO

8. Please list all properties owned within the City (if applicable):

9. Do you have a contractor?  YES  NO

10. If yes, provide contractors name: \_\_\_\_\_

11. What is you plan for the property:  Owner Occupy  Investment/Rental  Rehab/Resell

12. Did you visit this property prior to submitting an offer?  YES  NO

13. If purchaing as investment/rental, please provide the name, address and phone number of a Schenectady County resident who will act as property manager. (See City Code §210-5)

The applicant hereby certifies that the statements contained herein are truthful and complete and agrees to provide further documentation upon request.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_

**Required Documents!: Agent check list, all documents below must be given with offer where applicable**

- Offer Form     Purchase Agreement     Bank Statements     Commitment Letter   
Scope of work     ID     Pay Stubs     Tax Returns