



Purchase of Land and/or Property General Instructions

1) Single purchase of Highland Park residential property:

- A. Complete the Offer to Purchase form.
- B. It is the responsibility of the potential purchaser to determine and correctly identify the property address, tax identification number, current zoning, and lot dimensions. This information can be obtained from the Wayne County Treasurer's website located at www.waynecounty.com or by visiting the Wayne County Assessor's office located at 600 Randolph Street, Detroit MI 48226.
- C. A homeowner interested in purchasing a vacant lot adjacent to their property must get a **notarized letter** from any other adjacent property owner(s) stating either his or her lack of interest in purchasing the vacant lot or that the vacant lot will be equally split between the homeowners.
- D. Photographs of the property must be submitted with the Offer to Purchase form.
- E. Return the completed Offer to Purchase packet to:

Community & Economic Development
12050 Woodward Avenue
Highland Park, MI 48203

or

You may hand deliver the Offer to Purchase packet to the:

Robert B. Blackwell Municipal Building
Real Estate Window, 1st Floor
12050 Woodward Avenue
Highland Park, MI 48203

2) General Information

- A. We only accept cash, cashier's check or money order for land purchases. No checks - personal or corporate.
- B. If your Offer to Purchase is approved, you must improve the property through one of the following options:
 1. All vacant lots must be fenced in and maintained within sixty (60) days.
 2. If the property has a structure on it you must improve it either by rehabilitating or demolishing the structure, and then fence the property in.
 3. If the property has a repairable structure you must get an appraisal.

4. All property defined in 1 & 2 above will require the purchaser to enter into a development agreement. The development agreement will specify the rehabilitation requirements for the property.

Demolition of a Structure on a Lot

- A. Once the property has been acquired, you may not sell or transfer title to the property until the demolition or rehabilitation of the property has been completed and maintained for a period of five (5) years. Also, prior to selling the property you must receive written approval from the City of Highland Park stating that you have complied with the terms and conditions set forth in the purchase agreements between you and the City.
- B. If you choose to demolish the property you must provide the City with two (2) demolition quotes and a copy of a recent bank statement or financial commitments as proof of available funds sufficient to cover all demolition costs.

Rehabilitation of a Structure on a Lot

- A. If you choose to renovate the property you must submit rehabilitation specifications and meet all of the state and local building and ordinance requirements. You must also submit information of financial capability to fund the rehabilitation in a time frame outlined in the development agreement. Evidence of financial capability may include a copies of recent bank statements showing proof of available funds sufficient to cover the entire rehab cost or a letter of commitment from a financial institution agreeing to fund your proposed rehab project or other evidence acceptable to the City.
- B. If you choose to rehabilitate city-owned property, you must have the structure appraised at your own expense by an appraiser agreeable by the City. Submit potential appraisers for approval prior to property being appraised.

The City of Highland Park will contact you in writing to inform you whether the property is available. Generally, purchasers will be notified within 6-8 weeks.

Note: Prospective purchasers with a history of code enforcement actions brought by the City for failure to maintain their property may not qualify. Additionally, prospective purchasers with any delinquent taxes or water bills may not qualify.

All Offers to Purchase are subject to City approval.

The City of Highland Park reserves the right to approve or deny any proposal.

*Additional information may be requested after review by the
Community & Economic Development Department.*



CITY OF HIGHLAND PARK

Return to Excellence

Arthur Blackwell II
Emergency Financial Manager

OFFER TO PURCHASE LAND and/or PROPERTY

Please Print Clearly.

Date: _____

Name(s) of Proposed Purchaser(s): _____

Home Address: _____

Home Phone #: () _____ Cell Phone #: () _____

I/We are interested in purchasing the property at:

_____ Parcel ID #: _____

Check appropriate:

- _____ which is a vacant lot adjacent to my/our property
- _____ contains a residential structure that needs to be demolished
- _____ contains a residential structure that needs to be appraised

I/We intend to use this property for:

Initial Here

1. _____ I/We understand that the vacant lot will only be available to the adjoining property owners. If both adjoining property owners are interested in purchasing the vacant lot, it will be divided evenly between both owners.
2. _____ I/We understand that the vacant lot is required to be fenced in within 60 days from the date of purchase.
3. _____ I/We understand that a lot containing a structure requires rehabilitation or demolition within a time period to be specified in the purchase agreement which is typically 6 – 8 months from purchase date.
4. _____ I/We must present evidence of financial ability to timely complete the rehabilitation or demolition.
5. _____ I/We understand that there are **no refunds** pertaining to payments made.

OFFICIAL USE ONLY

Date Received: _____ Received By: _____

Approved By: _____ Date: _____

Denied By: _____ Date: _____

Reason for Denial: _____

Date Notification Sent to Prospective Purchaser: _____