

# HIGHLAND PARK, MICHIGAN



## OFFER TO PURCHASE

CITY OF HIGHLAND PARK  
12050 WOODWARD AVE  
HIGHLAND PARK, MI 48203  
(313) 252-0050 EXT. 234 MAIN  
(313) 852-7320 FAX  
[WWW.HIGHLANDPARKCITY.US](http://WWW.HIGHLANDPARKCITY.US)



*EFFECTIVE OCTOBER 5, 2010*

# City of Highland Park

## Purchase of Land and/or Property

### Policy & Instructions

**Fee Schedule: \$25 application fee (non-refundable)**

*The Highland Park City Council authorizes the following policy & instructions for the sale and purchase of certain City owned land, in accordance with Section 3-1 of the Charter of the City of Highland Park.*

*Disclaimer: The goal of this policy is to provide the residential property owners of the City of Highland Park a streamlined process for the acquisition of City owned property. While the City is interested in reducing the inventory of City owned land, for the purpose of planning and land oversight, some restrictions will apply to the acquisition of City property.*

#### **Single Lot Residential Land Sales:**

- **Adjacent Residential Vacant Lots** – residential lots adjacent to residential property owners may be purchased for a onetime fee of **\$250.00**. The purchaser must be the legal owner of the adjacent home to the lot being purchased. The purchaser must maintain the property in accordance with city ordinance.
- **Residential Lots w/Structures** – Residential lots with structures on them are categorized in two sections:
  1. **Demolish** – Residential lots that have structures on them that require demolition may be purchased for a onetime fee of **\$250.00**. The purchaser must have the structure demolished and maintain the property thereafter (see general information).
  2. **Residence** – residential lots that have structures that will be purchased for the purpose of residential living may be purchased at a fair market value to be negotiated by the administration and approved by City Council (see general information.)

#### **Application Instructions:**

**Incomplete “Offer to Purchase” applications packages will automatically be denied.**

#### **1) Single Purchase of Highland Park Lots:**

- A. Land is sold on a first come, AS IS basis.
- B. Lot purchases are limited to 2 (two) per property owner. (For Lot purchases above 2 (two) see the Dept. of Community & Economic Development for a “Developers Intake Form.”)
- C. Transfer of property will be provided via quit claim deed.
- D. A purchase agreement will be required which will include a reversion clause.
- E. Applicant must submit a separate “Offer to Purchase” form for each property.

- F. Applicant must properly identify the property address, parcel ID #, tax identification, current zoning, and lot dimensions. This information can be obtained from:
1. The Wayne County Treasurer's website located at [www.waynecounty.com](http://www.waynecounty.com) or by visiting the Wayne County Assessor's office located at 600 Randolph Street, Detroit MI 48226 or
  2. The Real Estate Division located at 12050 Woodward Ave., Highland Park, MI 48203, 1<sup>st</sup> floor.
- G. Applicant must supply at least three (3) photographs of the property to be submitted with the "Offer to Purchase" form.
1. Photo of **front view** of property
  2. Photo of **back view** of property
  3. Photo of **side view** of property

- H. 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, 1<sup>st</sup> Floor  
12050 Woodward Avenue  
Highland Park, MI 48203**

## 2) General Information

- A. **Payment:** We only accept cash, cashier's check or money order for land purchases. No checks - personal or corporate.
- B. **Limits:** There is a limit of 2 adjacent lots per property owner.
- C. **Disposition:** If the "Offer to Purchase" is approved, you must improve the property through one of the following options:
1. All vacant lots must be cleaned, secured by fence and maintained within ninety (90) days. No motor vehicle, traffic or parking without proper authorization is allowed.
  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.
- D. **Agreement requirement:** Approved property purchases will require the purchaser to enter into a **Development Agreement** with the City of Highland Park. The terms of the development agreement will specify the rehabilitation, maintenance, lot improvement and timeframe requirements for the property, including but not limited to the following requirements:
- E. **Nonresidents:** Policy is restricted to adjacent property owners. Nonresidential persons interested in property purchases must complete the "Developers Intake form" available at the Real Estate Division in the Department of Community & Economic Development.

- F. **Lot Splitting:** Neighboring property owners interested in one lot may have the lot split and purchase. Each property owner must submit a separate, completed application along with the \$25 application fee; however, the purchase price will remain \$250 per lot. The request to split the lot must be made to Wayne County and all associated costs will be at the expense of the property owners.

**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 of the property has been completed. 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 Development Agreement 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 timeframe outlined in the Development Agreement. Evidence of financial capability may include 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 Council 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.***





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**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 cleaned & secured within 90 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 Development 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.

Signature

Date

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\_\_\_\_\_ **Must include a copy of current driver's license or state ID.**

**OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Rec'd Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Date Notification Sent to Prospective Purchaser: \_\_\_\_\_

**WATER DEPARTMENT CERTIFICATION**

By way of a database search, the applicant as listed above does not currently owe monies to the City of Highland Park for property taxes, personal property taxes, water assessments or other property maintenance charges. Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**TAX AND ASSESSMENT CERTIFICATION**

By way of a database search, the applicant as listed above does not currently owe monies to the City of Highland Park for property taxes, personal property taxes, water assessments or other property maintenance charges.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

## LEGAL DEPARTMENT CERTIFICATION

By way of a database search, the applicant as listed above does not currently owe monies to the City of Highland Park for property taxes, personal property taxes, water assessments or other property maintenance charges.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

Printed Name

Date

## CITY COUNCIL REVIEW

Decision     approved     denied

Council Resolution Date: \_\_\_\_\_

City Clerk Signature

Date

\_\_\_\_\_