



INSTRUCTIONS FOR THE CITY OF INKSTER APPLICATION TO PURCHASE CITY-OWNED PROPERTY

Step 1: Determine City ownership: either through the Assessor, Property Records Division or a City of Inkster list of for-sale properties.

If the property is zoned for commercial or industrial use, please the Planning Director to schedule an appointment. He can be reached at (313) 563-9764.

Step 2: Receive a market value determination by the Assessor.
This determines the purchase offer amount and affects the minimum deposit amount.

Step 3: Obtain the legal description: either through the Assessor or Property Records Division.

Step 4: Complete the "Application to Purchase City-owned Property".

Page 1: requests information about the applicant, intended use and the property.
REQUIRED

Purchase Offer: the applicant's purchase offer amount should be based on the Assessor's calculation of the market value. If that value is not offered, the applicant may apply at his/her potential loss of the deposit.

Inkster City Council reserves the right reject any Offer to Purchase.

Good Faith Deposits:

Vacant, residential lots (1-2) – requires minimum \$200.00 non-refundable deposit.

Vacant, residential lots (3+) – requires minimum non-refundable deposit of 10% of market value or \$600.00 whichever is greater. Application must be accompanied by concept and building plans. \$600.00 of the deposit is non-refundable.

Vacant commercial or industrial lots – requires minimum non-refundable deposit of 10% of market value or \$600.00 whichever is greater. Applicant must submit concept and building plans during a scheduled meeting with the Planning Department for approval of plans.

Residential and commercial structures – requires a minimum non-refundable deposit of 10% of market value or \$600.00 whichever is greater. Application must be accompanied by concept and building plans.

Page 2: property information for additional lots. **AS NEEDED**

Page 3: Letter of Good Standing acknowledgement and signature. **REQUIRED**

Step 5: Complete and submit the application to the City of Inkster Planning & Economic Development Department. After receipt of required information, the Planning Department will 1. Make a recommendation, 2. Submit to the City Manager's office for approval to place on the Council agenda, and 3. Present the application to council for final decision.

Thank you for your interest in purchasing City-owned property.

Date Stamped _____

Case # _____

**CITY OF INKSTER
APPLICATION TO PURCHASE CITY-OWNED PROPERTY**

APPLICANT INFORMATION (Please Print Clearly)

Applicant's Name(s) _____

Applicant's Address _____

Applicant's Phone Number: _____

Owner's Name as it should appear on the deed: _____

PROPERTY INFORMATION -- Purchase Offer \$ _____

Property Location: on _____ side of _____ Street/Avenue

Between _____ Street/Avenue and _____ Street/Avenue

Tax ID and Legal Description _____

Parcel Size: _____ (Width) x _____ (Length) Current Zoning _____

Additional Parcels/Lots (See Page 2)

Summary of Proposed Use: _____

I understand and accept as evidenced by the good-faith deposit of \$_____.00 for the offer to purchase city-owned property. I also understand that the offer to purchase is subject to acceptance and approval by the City of Inkster City Council. I further understand that the Council can reject the offer in the best interest of the City, but that acceptance of this offer binds me to the specific use of the property as provided by the codes and ordinances of the City.

Applicant's Signature

Date

ASSESSOR'S VALUE CALCULATION – Office Use Only

Market Value _____

City Assessor Signature

City Assessor Printed Name

Date

ADDITIONAL PROPERTY ASSESSMENT SHEET

PROPERTY INFORMATION -- Purchase Offer \$ _____

Property Location: on _____ side of _____ Street/Avenue

Between _____ Street/Avenue and _____ Street/Avenue

Tax ID and Legal Description _____

Parcel Size: _____ (Width) x _____ (Length) Current Zoning _____

Summary of Proposed Use: _____

ASSESSOR'S VALUE CALCULATION -- Office Use Only

Market Value _____

City Assessor Signature City Assessor Printed Name Date

PROPERTY INFORMATION -- Purchase Offer \$ _____

Property Location: on _____ side of _____ Street/Avenue

Between _____ Street/Avenue and _____ Street/Avenue

Tax ID and Legal Description _____

Parcel Size: _____ (Width) x _____ (Length) Current Zoning _____

Summary of Proposed Use: _____

ASSESSOR'S VALUE CALCULATION -- Office Use Only

Market Value _____

City Assessor Signature City Assessor Printed Name Date

PROPERTY INFORMATION -- Purchase Offer \$ _____

Property Location: on _____ side of _____ Street/Avenue

Between _____ Street/Avenue and _____ Street/Avenue

Tax ID and Legal Description _____

Parcel Size: _____ (Width) x _____ (Length) Current Zoning _____

Summary of Proposed Use: _____

ASSESSOR'S VALUE CALCULATION -- Office Use Only

Market Value _____ Purchase Offer _____

City Assessor Signature City Assessor Printed Name Date

LETTER OF GOOD STANDING

In an effort to ensure a buyer's ability to develop city-owned property to the highest and best use and to prevent negligent property ownership, the City of Inkster must verify that the buyer is in good standing with the City. "Good Standing" means that the buyer(s) is/are not delinquent in property taxes, personal property taxes, water assessments or other property-related assessments; property-related assessments may include, but not be limited to, board-up charges, clean-up charges, weed cutting charges and other miscellaneous property maintenance charges.

Additionally, "Good Standing" means that the buyer does not own property that is foreclosed upon, abandoned or otherwise code-deficient, that all properties owned by the buyer have a valid certificate of occupancy, the buyer does not own any unsafe structures and is not in default of previous Purchase Agreements with the City of Inkster.

I, _____ (buyer's printed name), certify having read, understand and agree to the aforementioned statement on the meaning of "Good Standing."

I, _____ (buyer's signature), certify that I am in "Good Standing" with the City of Inkster.

FOR ADMINISTRATIVE USE ONLY
DO NOT WRITE BELOW THIS BOX

WATER, TAX AND ASSESSMENT CERTIFICATION

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

Comments: _____

Signature

Printed Name

Date

CODE ENFORCEMENT CERTIFICATION

The buyer does not own property that is foreclosed upon, a abandoned or otherwise code-deficient. All properties owned by the buyer have a valid certificate of occupancy, the buyer does not own any unsafe structures and is not in default of previous Purchase Agreements with the City of Inkster.

Comments: _____

Signature

Printed Name

Date

THIS PAGE FOR OFFICE USE ONLY

BUILDING DEPARTMENT APPROVAL

Plot Plan Required Site Plan Review Required

Chief Building Official Signature Chief Building Official Printed Name Date

PLANNING DEPARTMENT APPROVAL

Minimum Sales Price _____ Proof of Financing
 Deposit _____ Development Agreement
 Complete Application Deposit
 Planning & Zoning Approvals Performance Bond
 Administrative Fee

Recommendation: Approval Denial

Other Comments: _____

Signature of Planning & Economic Development Director Printed Name of Planning & Economic Development Director Date

CITY MANAGER APPROVAL

Recommendation: Approval Denial

Other Comments: _____

City Manager Signature City Manager Printed Name Date

CITY COUNCIL APPROVAL

Decision: Approval Denial

Council Resolution Number: _____

City Clerk Signature City Clerk Printed Name Date