Minneapolis
Community Planning and Economic Development

THIS BOX FOR CPED STAFF USE ONLY:	
Property Address	
Date Received	
Disposition Parcel Number	
Land Sale Review Approved	
Planning Commission Review Approved	
Neighborhood Notice Sent	

OFFER TO PURCHASE FROM THE CITY OF MINNEAPOLIS
1-4 UNIT RESIDENTIAL STRUCTURE FOR REHABILITATION

Quality Control Checklist
Review this checklist of common errors to ensure your offer is complete before submittal.

- ☐ **DO NOT SEND A CHECK** with your Offer. Payment is only collected after City Council approval.
- ☐ Good faith deposit is for $2,000 or 10% of posted purchase price, whichever is more in Section 1.
- ☐ The exact name used for deeds and legal contracts is indicated in Section 2.
- ☐ Experience as developer or general contractor is documented with a list of addresses indicating completed projects within the last two years in Section 3.
- ☐ Experience of sales or leasing team is described and occupancy intentions are clear in Section 4.
- ☐ If two signers were indicated in Section 2 (two individuals purchasing together or two business representatives), then both signers must sign Section 5.
- ☐ Completed Detailed Development Scope is attached, including line item estimates and detailed description of rehabilitation intentions.
- ☐ Completed Project Budget is attached, detailing:
  - Soft costs (include insurance, utilities, maintenance, marketing or leasing fees at a minimum)
  - After-improved market value or sales price of completed property (complete regardless of rental or ownership proposal)
  - Financing sources that will pay for the total development cost.
- ☐ Documentation of financing for the total development cost as indicated on the Project Budget is attached. Documentation of a combination of cash, credit, or financing can be submitted.

Property offered through the Residential and Real Estate Development Work Unit's Vacant Housing Recycling Program

Strengthening neighborhoods, one property at a time.

1. PROPERTY INFORMATION

Property address: _____ **Minneapolis, MN ZIP:** _____

Purchase Price: _____ **Good Faith Deposit*:** _____

*The Good Faith Deposit is the greater of 10% of the purchase price or $2,000. The City will not pay interest on the Good Faith Deposit and it shall not be applied to the Purchase Price. It is collected after offer approval by the Minneapolis City Council.

2. PURCHASER INFORMATION

Fill out with the exact name used on legal documents between the City of Minneapolis and yourself.

Complete either section A (for individuals) or section B (for businesses) below.

A. Individual Purchaser: complete this section if you are purchasing under your personal name.

Purchaser #1 Name: _____ Marital Status: _____

Current Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ E-mail: _____

Will two individuals be purchasing this property? ☐ Yes ☐ No

If No, you have completed this section. Move on to 3. Purchaser Experience and Qualifications.

If Yes, how do you wish to take title? ☐ Joint Tenants ☐ Tenants in Common

Purchaser #2 Name: _____ Marital Status: _____

Current Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ E-mail: _____

B. Business Purchaser: complete this section if you are purchasing as a business.

Business Name: _____

Contact Person: _____ E-mail: _____

Current Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ Website: _____

Date organized: _____ **Organization Number:** _____

Organized and operating under the laws of the State of _____ **as a** (check one below):

☐ Joint Venture ☐ Non-profit ☐ Limited Liability Company

☐ Corporation ☐ Partnership ☐ Federal, State, Local Government

☐ Other (Describe "other"): _____

Who will be signing documents for your company? (Attach additional page if needed)

Signer #1 Name: _____ Title: _____

Signer #2 Name: _____ Title: _____

List partners, officers, principal members, or investors with an interest of ten percent (10%) or more:

Name	Title	Description of Interest	% of interest
			0%
			0%
			0%
			0%

3. PURCHASER EXPERIENCE AND QUALIFICATIONS

A. Who is your general contractor for this project?

Name of Firm: _____ License #: _____

Address: _____ City: _____ State: ____ Zip: _____

Contact Person: _____ Email: _____

Phone: _____ Website: _____

B. Describe your or your general contractor's experience rehabilitating existing or constructing new residential structures within the past two (2) years. List completed addresses. Attach additional page if needed.

C. Have you purchased property from the City of Minneapolis before? ☐ Yes ☐ No

D. Are you currently or have you previously been involved in a lawsuit with the City of Minneapolis, one of its departments, or agencies? ☐ Yes ☐ No

E. Do you currently have any defaults, liens, or judgements? ☐ Yes ☐ No

F. List addresses of properties that you or your company currently own, have constructed, or have rehabilitated in the City of Minneapolis within the last 2 years. Attach additional page if needed.

4. PLAN FOR OCCUPANCY

A. When the project is completed, what is your plan for occupancy? (Select one of the options below)

☐ 1. Live in as my personal home.
☐ 2. Sell to owner occupants only. Fill out Section B below.
☐ 3. Sell with no restrictions (sale to owners occupants or investors). Fill out Section B below.
☐ 4. Rent. Fill out Section C below.

B. If you plan to sell the property (option 2 or 3), please provide the following information:

Name of Marketing Agent: _____

Address: _____ City: _____ State: ____ Zip: _____

Describe marketing activities and timeline to promote property sale. Attach additional pages if necessary.

C. If you plan to lease the property (option 4), please provide the following information:

Anticipated monthly lease rate: _____ (Attach description if different units will have different lease rates)

Name of Leasing Company: _____

Address: _____ City: _____ State: ____ Zip: _____

Describe your leasing company's experience managing rental property. Detail policies and procedures for tenant screening, maintenance, and resolution of conflicts. Attach additional pages if necessary.

5. CERTIFICATION

A. Purchase Terms

Purchaser agrees to purchase from the City of Minneapolis, a Minnesota municipal corporation (the "City"), upon approval of its City Council and its execution of a Contract, at the price and under the terms set forth, the above described real property including land and improvements. This document is NOT a purchase agreement and the Contract shall be the binding agreement between the two parties.

In submitting this Offer to Purchase, it is understood that the following terms and conditions apply:

- **Right to reject:** The right to reject the Offer to Purchase is reserved by the City. If the Offer to Purchase is rejected, the City shall notify the Purchaser in writing and the notification shall release the City from any and all claims arising from this transaction.
- **Timeline**: If this offer to purchase is accepted, **the Purchaser agrees to execute a Contract in the form prepared by the City within seven (7) days after receipt of said Contract** and close on the property within ninety (90) days of the City Council's acceptance of this Offer, except when a new construction project is proposed and the City Council's acceptance of this Offer occurs between October 15 and January 15, the closing must occur not later than the following April 15. The Purchaser agrees to begin construction or rehabilitation within one (1) month from the date of closing and complete construction within 12 months unless otherwise agreed upon.
- **Improvement Requirements**: The Purchaser agrees to develop the Property in conformity with City, State, and Federal statutes and ordinances, with the Redevelopment Plan/Program if applicable, and with construction plans and specifications approved by the City for the proposed development.

B. Statement of Non-Collusion

The Purchaser submitting this Offer to Purchase states that:

- They are fully informed respecting the preparation and contents of this Offer to Purchase and of all pertinent circumstances respecting such offer.
- Such offer is genuine and is not a collusive or sham offer, nor does the Purchaser intend to hold said Property as a "speculative" investment.
- The price or prices quoted in this offer are fair and proper and the Purchaser or any of its officers, partners, agents, representatives, owner, or employees has not in any manner, sought to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City, or any person interested in the proposed contract and/or redevelopment.

C. Privacy Notice

The City of Minneapolis uses the information provided in the Offer to Purchase to review offers for eligibility and selection criteria consistent with City of Minneapolis programs. Certain information provided in the Offer to Purchase may constitute private data on individuals or nonpublic data under the Minnesota Government Data Practices Act. You have the right to refuse to provide such information. You are not legally or otherwise being required to provide the information, as you are not required to participate in City of Minneapolis programs. However, if you do not provide the information your offer may be deemed incomplete. The City may, in its discretion, make the Offer to Purchase, or portions thereof, public for the purpose of soliciting input from the applicable neighborhood organizations and members of the community in order to meet the City's citizen participation goals.

The Purchaser submitting this Offer to Purchase consents to the release of its Offer to Purchase and waives all claims, if any, under Minnesota Statutes 13.08 against the City of Minneapolis for making information public.

Notwithstanding the foregoing, you may claim that trade secrets or particularly sensitive financial, personal, or business information submitted under separate confidential cover is nonpublic or private data along with a description of the legal basis for such classification under the Minnesota Government Data Practices Act. The City shall make any final determination as to whether such information is nonpublic or private, but will notify you if the City intends to release such information so that you can be afforded an opportunity (not to exceed five business days) to bring legal action to prevent its disclosure. Overly broad claims of nonpublic or private information that

hinder the City's ability to meet its citizen participation goals will be grounds for rejection of the entire Offer to Purchase as unresponsive.

D. Certification: All individual(s) or business representatives must sign below.
The Penalty for False Certification: Section 1001, Title 18, of the US Code, provide a fine of not more than $10,000 or imprisonment of not more than five years, or both, for knowingly and willfully making or using any false writing or document, knowing the same to contain any false, fictitious, or fraudulent statement or entry in this matter within the jurisdiction of any Department of United States.

Purchaser 2N {ΛΞyŜN #1 Signature

☐ I have read the certifications above and am authorized to submit this Offer to Purchase. The information included in this Offer is true and correct to the best of my knowledge and belief. Typing in my name below indicates my signature to the above document and its related attachments.

_____ _____
PRINT NAME DATE

Purchaser 2N {ΛΞyŜN #2 Signature*
***If the Purchaser consists of two or more persons jointly as described in Section 2.A or 2.B of this Offer to Purchase, this statement must be signed by each person.

☐ I have read the certifications above and am authorized to submit this Offer to Purchase. The information included in this Offer is true and correct to the best of my knowledge and belief. Typing in my name below indicates my signature to the above document and its related attachments.

_____ _____
PRINT NAME DATE

Attachments:

1) **Detailed Developer Scope for Rehabilitation**

2) **Project Budget**

3) **Documentation of Financial Capacity** (Financial capacity documentation is not public.)

4) **Additional Information** (Applicants have the option to attach additional pages if needed to fully and clearly describe their project proposal.)

The Detailed Developer Scope must describe how the Purchaser will achieve the standards and requirements in the Vacant Housing Recycling Program's Required Rehab Scope, as detailed in the Vacant Housing Recycling Program Manual.

Date: _____
Purchaser Name: _____ **Ph:**_____
Contractor Name: _____ **Ph:**_____
Site Address: _____
Proposed finished sq ft _____
Number of Units: **Existing:** _____ **Proposed:** _____
Number of Bedrooms: **Existing:** _____ **Proposed:** _____
Number of Bathrooms: **Existing:** _____ **Proposed:** _____

SITE WORK

Deck $_____
Landscaping $_____
Grade $_____
Drive way/Parking $_____
Sidewalks $_____
Stoops $_____
Retaining wall $_____

Detail description of work:

EXTERIOR / ROOFING / SIDING

Roof $_____
Siding/soffit $_____
Painting $_____
Flashing, gutters, downspouts $_____

Detail description of work:

GARAGE and ACCESSORY STRUCTURES

Repair existing garage $_____
New garage $_____
Accessory structure repair or removed $_____

Detail description of work:

FOUNDATIONS, FOOTINGS and STRUCTURAL ELEMENTS

Repairs $_____
Engineer involved (Check One) Yes ☐ / No ☐

Detail description of work:

BASEMENT

Floor $_____
Walls $_____
Posts/footings $_____
Framing repairs $_____
Moisture issues $_____
Finishing basement $_____

Detail description of work:

INTERIOR STAIRS

Repair stairs $_____
Replace/install new stairs $_____

Detail description of work:

INSULATION

Rim insulation $_____
Insulation attic & accessible areas $_____

Detail description of work:

WINDOWS & DOORS

Original window repairs $_____
New windows $_____
Existing interior and exterior doors $_____

Detail description of work:

INTERIOR and FINISHES

Drywall $_____
Floors $_____
Molding/trim $_____
Interior paint $_____
Cabinets/counter tops $_____
Appliances $_____

Attic conversion $_____

Detail description of work:

PLUMBING

Supply (water) lines $_____
Main water supply intake $_____
Sewer line $_____
Water heater $_____
New fixtures $_____

Detail description of work:

ELECTRICAL

Electrical panel $_____
Electrical updates/repairs $_____
Exterior/Interior lighting $_____

Detail description of work:

MECHANICAL

Furnace $_____
Air conditioner $_____
Washer/ dryer $_____
Kitchen, Bathroom & Dryer exhausts $_____

Detail description of work:

ENVIRONMENTAL

Lead paint work and Clearances $_____
Asbestos $_____
Radon Test/Mitigation $_____
Water damage/Mold $_____

Detail description of work:

Permits $_____

Total of rehab work on house only: _____ $ 0

TOTAL ESTIMATED REHAB: _____

Total $ per square foot (for finished house): _____

Additional Developer Comments:

Attachment 2: Project Budget*

*If Purchaser is requesting project subsidy through CPED programs, a proforma is filled out INSTEAD OF this project budget.

A. Fill out the project budget below. For items that will not have a cost leave the field blank. Items in red are required fields. Shaded items will fill in automatically, based on information filled out in the Offer to Purchase.

1.	Acquisition/Purchase Price	_____	
2.	Rehabilitation costs (contractor estimate)	_____	
3.	Contingency (set aside funds for rehab overruns)	_____	0% of rehab
4.	Architect and Design Fees	_____	
5.	Environmental Testing	_____	
6.	Survey	_____	
7.	Financing Interest During Construction	_____	
8.	Real Estate Taxes	_____	
9.	Insurance	_____	
10.	Utilities	_____	
11.	Property Maintenance	_____	
12.	Legal Fees	_____	
13.	Title, Recording, and Closing Fees	_____	
14.	Realtor and Marketing Costs	_____	0% of sales price
15.	Green Certification Program Fees	_____	
16.	Other: _____	_____	
17.	Other: _____	_____	
18.	Other: _____	_____	
19.	Other: _____	_____	
20.	Developer Fee	_____	
	TOTAL DEVELOPMENT COST (Sum of items 1-20)	$ 0.00	
21.	Market Value or Sales Price After Rehabilitation	_____	
	VALUE GAP or (PROCEEDS)	$ 0.00	

B. How will you pay for the total development cost shown above?

_____ **Cash**: attach a bank statement dated within 30 days

_____ **Credit**: attach credit statements dated within 30 days

_____ **Financing**: attach a pre-approval letter that shows the amount approved as well as the name, address, and contact information for your lender

_____ **Net Sale Proceeds:** attach a net sale sheet from a realtor for pending property sale

$ 0.00 **TOTAL FINANCING (should equal or exceed Total Development Cost)**