



# City of Highland Park

## NON-Resident Offer to Purchase

### Policy & Procedures

**\$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 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. All property will be conveyed to the purchaser on a quit claim deed without warranty of title.*

### Single Lot Commercial Sales:

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**This policy is applicable to:**

- All non-residents interested in purchasing any city owned property.
- Residents interested in purchasing:
  - More than two adjacent vacant lots.
  - Lots not adjacent to their residential property
- All non-residential city owned property regardless of residential status.

**The purchaser must:**

- Submit a “Developer Intake” form detailing the intended use, financial capacity etc.
  - Maintain the property in accordance with city ordinance.
  - Be current on their property taxes.
  - Not have any code violations within the past 18 months.
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**Vacant Lots** – vacant lots may be purchased for **\$500.00** per lot. The purchaser must:

- Secure the property, remove debris and maintain the land within 14 days after closing.
- Enter into a purchase agreement.

**Lots w/Structures** – Lots with existing structures are categorized in two classifications:

1. **Demolish** – Lots that have structures on them that require demolition may be purchased for **\$500.00**. Within 30 days after closing the purchaser must:
  - a. Provide the City a copy of an executed demolition contract from a licensed contractor within 180 days after closing.
  - b. Provide a copy of a demolition permit from the State of Michigan.
  - c. After completion of demolition, secure and maintain the property thereafter (See general information).
2. **Residence Use** – 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 approved by City Council. Purchaser understands that:
  - a. Minimum Purchase price will be **\$1.00** per square footage.
  - b. They will be required to enter into a purchase agreement.
  - c. They will be required to secure the property and remove any debris within 14 days after closing.

- d. They will be required to provide the City proof of occupancy within 9 months after closing. Where proof of significant repair progress has been made, but work is not complete, with reasonable proof and explanation, the City may, at its sole discretion, extend the 9 month deadline.
  - e. Violation of the purchase agreement of any kind may be subject the property to revert back to the City.
3. **Commercial Use** – Commercial lots that have structures that will be purchased for non-residential use may be purchased at a fair market value to be approved by City Council. The sale of property shall not be sold for a price less than **\$1000.00**.  
Purchaser understands that:
- a. They will be required to enter into a purchase agreement.
  - b. Minimum Purchase price will be **\$2.00** per square footage.
  - c. They will be required to secure the property and remove any debris within 14 days after closing.
  - d. They will be required to provide the City proof of occupancy within 9 months after closing. Where proof of significant repair progress has been made, but work is not complete, with reasonable proof and explanation, the City may, at its sole discretion, extend the 9 month deadline.
  - e. Violation of the purchase agreement of any kind may be subject the property to revert back to the City.

## Application Instructions:

**Incomplete applications and Developer Intake forms will automatically be denied.**

### Single Purchase of Highland Park Lots:

- A. Interested buyers must complete and submit an Offer to Purchase application & Developers intake form.
- B. Land is sold on a first come, AS IS, WHERE IS, HOW IS basis.
- C. Transfer of property will be provided via quit claim deed without warranty.
- D. A purchase agreement will be required which will include a reversion clause.
- E. Commercial applicants may submit one application and intake form for multiple lots only when all lots are included in the overall development plan. The development agreement will include all approved lots.
- 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 City of Highland Park Real Estate Division located at 12050 Woodward Ave., Highland Park, MI 48203, 1<sup>st</sup> floor.
  - 2. The Wayne County Treasurer's website located at [www.waynecounty.com](http://www.waynecounty.com) or by visiting
  - 3. The Wayne County Assessor's office located at 600 Randolph Street, Detroit MI 48226 or
- G. Applicant must supply at least three (3) photographs of the property to be submitted with the "Offer to Purchase" form.
  - a. Photo of **front view** of property
  - b. Photo of **back view** of property
  - c. Photo of **view of all sides** of property
- H. Return the completed Offer to Purchase packet to:
 

**Community & Economic Development**  
**Attn: Offer to Purchase**  
**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**

## General Information

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- A. **Payment:** Payment must be in the form of cash, cashier's check or money order. No checks - personal or corporate. All payments must be paid in full at the time of closing. NO EXCEPTIONS.
- B. **Closing:** Upon notice of approval, purchaser must close on the property within 14 days of notice.
- C. **Agreement:** Purchase agreement must be executed at closing.
- Purchaser agrees that prior to the transfer of ownership, the City will possess 1<sup>st</sup> right of refusal, at fair market value based upon then present comparable, for a period of 5 years from the date of closing. 1<sup>st</sup> right of refusal will be recorded upon conveyance of the deed.
- D. **Rehabilitation of a Structure on a Lot**
- 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.
  - 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.
- E. The City Administration and/or City Council may require the applicant to submit a more detailed proposal package based on the complexity of the project.

### **Ineligibilities:**

#### **Prospective purchasers with a history of the following may not qualify:**

- **City Code, Policy or Ordinance Violations.**
- **Failure to maintain their property.**
- **Delinquent taxes or other indebtedness to the City.**
- **Forfeited on previously approved offer(s) to purchases.**

The City of Highland Park will contact you to inform you whether the property is available. Generally, purchasers will be notified within 2-4 weeks.

***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.***