



**Application to Purchase City-Owned Property\* †**  
**Department of Housing and Community Development**  
**Land Resources Division**

**SUMMARY OF PROCESS**

The Baltimore City Department of Housing and Community Development's Land Resources Division accepts applications/proposals for available City-owned properties. A list of these properties is available at [www.vacantstovalue.org/propertysearch.aspx](http://www.vacantstovalue.org/propertysearch.aspx). You may also obtain a copy of the property list at 417 E. Fayette Street, 10<sup>th</sup> Floor – Room 1037, Baltimore, MD 21202, between the hours of 8:30 a.m. and 4:30 p.m or call us at 410-396-4111.

Awards will be based on information contained in your application package and the applications from other buyers; if any are received. By submitting an application, you give DHCD the authorization to request a credit report or verify any information submitted.

**Proposal Review**

DHCD will review applications to determine the following:

- The appropriateness of the proposed development
- The feasibility of the proposed development
- The capacity of the applicant to undertake and complete the project
- The ability to demonstrate appropriate financial resources, an acceptable credit history, a record of responsible property ownership and management, and, where applicable, previous development experience

Additional submission requirements include the following:

- The application must be completed in full.
- If the proposed buyer is an LLC, limited partnership, corporation, or other limited liability entity, said entity must be registered and in good standing with the Maryland Department of Assessments and Taxation
- The Buyer must have no current housing code violations in Baltimore City
  - For LLCs, partnerships and/or corporations, current housing code violations must not be associated with any of the principals of the LLC, partnership, or corporation.
- The Buyer must be current on all taxes due to Baltimore City.
- The development plan must be consistent with the property's existing or permitted uses. (Buyer should not propose rehab of a site when the property is a vacant lot)

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\* Availability of properties is subject to change.

† Your signature on the application indicates you understand that, in accordance with the provisions of the Maryland Public Information Act (Maryland Code, State Government § 10-601, *et seq.*), certain information you provide in this application may be subject to disclosure in response to a qualifying request.

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- For proposed new construction, proposed development requiring a use permit, or any proposed zoning changes, a letter of support from the community association(s) and/or the Comprehensive Planner (Department of Planning) is required. DHCD will issue a conditional award for the proposed use pending approval from the appropriate city agency. In such case, approval from the required City agency is mandatory before settlement shall occur.

### Price

Properties are advertised for sale on the Department's web site with a price that has been determined by the department pursuant to the City of Baltimore's Appraisal Policy. Any reasonable offer submitted with a complete application package will be reviewed.

### Notification Schedule and Deposit

- Buyers will be notified in writing of an award decision within three (3) weeks of submission of a completed application. The buyer shall sign the award letter and return with deposit within seven (7) business days. If the signed award letter not received by the deadline, the award offer will be rescinded and your original proposal will be sent back to you.
- If the City receives multiple offers for the same property, the City may request additional information from all buyers.
- A deposit of ten (10%) percent of the purchase price (per property) is due within seven (7) business days upon receipt and acceptance of the award letter.
- The deposit is applied to the purchase price at the time of settlement.
- The deposit is NOT refundable if the buyer fails to reach settlement. (See terms below.)

### Rights of Entry

Entry to the property is prohibited without obtaining an "Inspection Right of Entry" from Land Resources Division. Prospective buyers who wish to gain entrance to properties should contact our offices at 410.396.4111. All properties are awarded and sold in "as is" condition.

### Appraisals

Pursuant to the appraisal policy of the City of Baltimore, all properties valued at more than \$20,000 require an appraisal performed by a licensed, DHCD-approved appraiser (list will be included in award letter). The buyer is responsible for paying the appraisal company in advance by Certified Check, Cashier's Check, or Money Order within seven (7) business days from the date of the award letter. The appraisal fee is NOT refundable.

### Settlement

Terms of Sales under this process are as follows:

- The deposit is NOT refundable if the buyer fails to reach settlement (see terms below)
- Settlement shall occur within 90 days of the execution of the Land Disposition Agreement (LDA) ‡
- Settlement shall occur only upon evidence satisfactory to the Seller that the buyer has:
  - construction plans for the renovation of the Property
  - a timeline for the development
  - a fully executed construction contract for the complete renovation of the Property in accordance with the approved construction plan
  - verified funds and/or legally binding loan commitments in amounts sufficient to complete the renovation of the Property in accordance with the approved construction plans
- Property will be delivered free and clear of all liens at settlement

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‡ A Land Disposition Agreement (LDA) functions as a real estate contract of sale  
Last updated January 2015

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**Submission:** Submit completed application to:

Open Bid Program  
c/o DHCD Office of Land Resources  
Attn: Teresa Stephens  
417 East Fayette Street, Room 1047  
Baltimore, Maryland 21202

email: [VacantsToValueInfo@BaltimoreCity.gov](mailto:VacantsToValueInfo@BaltimoreCity.gov)  
fax: 410-396-1667 or 410-396-3682

A processing fee of \$100.00 is due with application. No application fee is required for applications for side-yard purchases by adjacent owner-occupants.” (Certified Checks, Cashier’s Check or Money Orders should be made payable to the “Director of Finance”)

The City reserves the right to reject or disqualify proposals that are submitted in improper format or are incomplete. The City further reserves the right to remove a property from Open Bid at any time. The application fee is **non-refundable** except in cases where the property is removed from the Open Bid list and will no longer be made available for sale.

## Contents of an Offer

In submitting a bid, please provide the following information as appropriate for your proposal. Provide one (1) signed original and one (1) copy.

- Application Fee
- Form A Property and Buyer Information (Required)
- Form B Development Plan (Required)
- Form C Financial Assets (Required)
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FORM A  
PROPERTY AND BUYER INFORMATION

A.1. PROPERTY INFORMATION

BLOCK / LOT	ADDRESS OF PROPERTY FOR WHICH BID IS SUBMITTED	NEIGHBORHOOD	LIST PRICE (FROM WEBSITE)	OFFER PRICE FOR PROPERTY	PROPOSED USE
					<input type="checkbox"/> for sale <input type="checkbox"/> for rent <input type="checkbox"/> for applicant's personal use As <input type="checkbox"/> residential <input type="checkbox"/> commercial <input type="checkbox"/> mixed use <input type="checkbox"/> green space Other _____
					<input type="checkbox"/> for sale <input type="checkbox"/> for rent <input type="checkbox"/> for applicant's personal use As <input type="checkbox"/> residential <input type="checkbox"/> commercial <input type="checkbox"/> mixed use <input type="checkbox"/> green space Other _____
					<input type="checkbox"/> for sale <input type="checkbox"/> for rent <input type="checkbox"/> for applicant's personal use As <input type="checkbox"/> residential <input type="checkbox"/> commercial <input type="checkbox"/> mixed use <input type="checkbox"/> green space Other _____
					<input type="checkbox"/> for sale <input type="checkbox"/> for rent <input type="checkbox"/> for applicant's personal use As <input type="checkbox"/> residential <input type="checkbox"/> commercial <input type="checkbox"/> mixed use <input type="checkbox"/> green space Other _____
					<input type="checkbox"/> for sale <input type="checkbox"/> for rent <input type="checkbox"/> for applicant's personal use As <input type="checkbox"/> residential <input type="checkbox"/> commercial <input type="checkbox"/> mixed use <input type="checkbox"/> green space Other _____
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					<input type="checkbox"/> for sale <input type="checkbox"/> for rent <input type="checkbox"/> for applicant's personal use As <input type="checkbox"/> residential <input type="checkbox"/> commercial <input type="checkbox"/> mixed use <input type="checkbox"/> green space Other _____
					<input type="checkbox"/> for sale <input type="checkbox"/> for rent <input type="checkbox"/> for applicant's personal use As <input type="checkbox"/> residential <input type="checkbox"/> commercial <input type="checkbox"/> mixed use <input type="checkbox"/> green space Other _____

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## A.2. BUYER INFORMATION

<b>Type of Applicant</b>	<input type="checkbox"/> <b>Individual</b> <input type="checkbox"/> <b>LLC</b> <input type="checkbox"/> <b>Corporation</b> <input type="checkbox"/> <b>Other</b> <i>If LLC or Corporation, has the entity been formed? ____Yes ____No</i> <i>If LLC or Corporation, is it not-for-profit? ____Yes ____No</i>
<b>Name of Applicant</b>	
<b>Contact Person:</b> (if different from applicant)	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>Fax Number</b>	
<b>Email Address:</b>	

## A.3. HOW DID YOU HEAR ABOUT US?

	<b>RADIO</b>		<b>ONLINE SEARCH</b>
	<b>V2V RESOURCE CENTER</b>		<b>WORD OF MOUTH</b>
	<b>FRIEND</b>		<b>V2V EVENT</b>
			<b>V2V HOUSE STAMP</b>
			<b>FACEBOOK</b>
			<b>OTHER _____</b>

## A.4. CERTIFICATION

I, \_\_\_\_\_ (Print Name) am the buyer or an officer authorized to make a binding contractual commitment for the Buyer.

I acknowledge that failure to disclose a material fact or to misrepresent a fact can result in a rejection of my participation in the Open Bid program. I acknowledge that I have reviewed and understand the information contained in the Summary of Process. I certify that all of the information contained in my application to purchase is true and correct to the best of my knowledge and belief. I understand by signing this for the City may, at its choosing, conduct a credit check with and may conduct additional background checks.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

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## A.5. DISCLOSURES

Check the boxes below regarding each individual and/or business entity buyer and any of the business entities listed above. For each item listed below answered in the affirmative, please provide a full explanation including, as appropriate, (1) date, (2) charge, (3) place, (4) court and case number, (5) action taken, and (6) current disposition. Attach documentation as necessary.

1. Is the applicant current on income and property taxes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the applicant the owner of real property on which any foreclosure filing or receivership action has been commenced within the last five years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does the applicant own any other real property in Baltimore City? <i>If yes, please complete table below. Use additional sheets as necessary.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Does the applicant own any real property that is currently in violation of state and/or local codes or that has been cited for code violations in the last six months? <i>If violations may be attributed solely to a prior owner, explain separately and provide documentation where necessary.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Has the applicant been the subject of criminal/civil prosecution for property maintenance code infractions within the last five years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Has them applicant been party to a lawsuit that may affect the ability to secure funding necessary to facilitate the completion of the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### List of Properties Owned in Baltimore City:

1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	

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## FORM B. DEVELOPMENT PLAN (Required)

*For multiple properties please make additional copies of this page*

<b>Property Address</b>		<b>Proposed Use</b>	<input type="checkbox"/> Primary residence <input type="checkbox"/> Resale <input type="checkbox"/> For Rent	<input type="checkbox"/> Mixed Use <input type="checkbox"/> Commercial <input type="checkbox"/> Green Space  Other _____
<b>Visit/ Inspection RoE Date</b>				
<b>Briefly describe your project</b> <i>(Please provide your scope of work, use additional sheets as necessary)</i>				
1	<b>What type of development are you proposing?</b>	<input type="checkbox"/> New construction <input type="checkbox"/> Other <i>(describe below)</i> <input type="checkbox"/> Rehab		
2	<b>Will the property be used as your primary residence?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, skip to question 5. If no, please answer questions 3-4</i>		
3	<b>Will the property be for resale?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, anticipated resale price: _____</i>		
4	<b>If the property is a rental, what type of rental are you proposing?</b>	<input type="checkbox"/> Subsidized <input type="checkbox"/> Market Rate <input type="checkbox"/> Multi-Unit <i>If so, how many units? _____</i>		
5	<b>Do you own any other properties in the immediate area?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please attach list of properties owned</i>		

On a separate sheet, please summarize your development experience and/or background.

## SOURCES AND USES (Required)

<b>How do you intend to finance the acquisition and rehab/construction?</b> <i>Please attach supporting documentation</i>		<i>Cash</i>	Amount	
		<i>Private Loan</i>	Amount	
		<i>Public Subsidy/Support</i>	Amount	
		<i>Public Loan</i>	Amount	
		<i>Other (list below):</i>	Amount	
				<b>TOTAL SOURCES</b> <i>(Cash + Private Loans + Public Subsidy + Public Loan + Other)</i>
<b>What is your anticipated acquisition cost?</b>			Amount	
<b>What are your anticipated hard costs?</b> <i>(ex. trades such as plumbing, electrical, HVAC, masonry, carpentry roofing, etc.)</i>			Amount	
<b>What are your anticipated soft costs?</b> <i>(ex. architectural engineer, legal and accounting, permits, etc.)</i>			Amount	
			<b>TOTAL PROJECT COST</b> <i>(Acquisition Cost + Hard Costs + Soft Costs)</i>	
			<b>NET</b> <i>(Total Sources - Total Project Cost)</i>	

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## FORM C FINANCIAL ASSET FORM

THIS INFORMATION IS PRESENTED WITH THE UNDERSTANDING THAT IT MAY BE USED AS A BASIS FOR THE ACCEPTANCE OF A CONTRACT BY THE SELLER AND FURTHER AUTHORIZES THE SELLER TO OBTAIN VERIFICATION FROM ANY SOURCE NAMED HEREIN OR FROM ANY CREDIT REPORTING AGENCY BY OBTAINING A CREDIT REPORT CONTAINING CREDIT CARD OR OTHER ACCOUNT NUMBERS OF THE UNDERSIGNED.

<b>Type of Applicant</b>	___ Individual	___ LLC	___ Corporation	___ Other
<b>FOR INDIVIDUALS</b>		<b>FOR BUSINESS ENTITIES</b>		
<b>Soc. Sec.</b>		<b>EIN</b>		
<b>Address:</b>		<b>Date of Incorporation, Formation or Licensure</b>		
<b>Telephone Number:</b>		<b>Business Address</b>		
<b>Fax Number</b>		<b>Business Phone</b>		
<b>Email Address:</b>		<b>Business Fax</b>		
<b>Place of Employment</b>		<b>Business Email</b>		
<b>Occupation</b>		<b>Is the business in good standing?</b>		
<b>No. of Years</b>		<i>Please attach list of all entity principals and business partners</i>		

### ASSETS

GROSS ANNUAL INCOME			ASSETS		
	Purchaser Amounts	Co-Purchaser		Amount	Bank Name/Source
<b>Net Revenues</b>			<b>Checking</b>		
<b>Contributions/ Gifts</b>			<b>Savings</b>		
<b>Dividends</b>			<b>Credit Union</b>		
<b>Net Rental Income</b>			<b>Stocks</b>		
<b>Other</b>			<b>Life Insurance</b>		
			<b>Other Assets</b>		

### LIABILITIES

*Attach list of outstanding obligations, including auto loans, mortgage payments, credit cards, charge accounts, credit union loans, personal loans and all other debts – indicating creditor’s name, monthly payment and unpaid balance.*



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**Application Checklist**

You must include the following documentation:

- Completed and signed application
- Application Fee (certified or Cashier's checks or money order only)
- Pre-approval letter evidencing financial commitment for rehab and/or construction loan
- Sources and Uses Statement (Form C)
- Proof of adjacent property ownership
- Detailed description of development plans for middle-income homeownership opportunities
- Detailed description of development plans for affordable housing – rental opportunities
- Disclosure of all City owned properties; and
- Evidence of the ability to provide proposed social, community or public benefit