



Request for Proposals

6 Madison Street

Available for Sale for Owner Occupancy

Issued October 3, 2020



City of Rochester, New York

Department of Neighborhood & Business Development

City Hall, 30 Church Street, Rm. 125-B, Rochester, NY

CITY OF ROCHESTER, NY
REQUEST FOR PROPOSALS

RESIDENTIAL STRUCTURE AVAILABLE FOR SALE FOR OWNER OCCUPANCY
6 MADISON STREET, ROCHESTER, NY

DATE ISSUED: OCTOBER 3, 2020

ISSUED FOR: 6 MADISON STREET

ISSUED BY: CITY OF ROCHESTER
DEPT. OF NEIGHBORHOOD & BUSINESS DEVELOPMENT
DIVISION OF REAL ESTATE
30 CHURCH STREET, RM. 125-B
ROCHESTER, NY 14614

INFORMATION

SESSION: 10:00 AM, OCTOBER 14, 2020

VIA ZOOM:

PHONE: 1-646-558-8656 or 1-301-715-8592 or 1-312-626-6799 or 1-346 248-7799 or 1-669-900-9128 or 1-253 215-8782 or 877-853-5247 (Toll Free) or 888-788-0099 (Toll Free) or 833-548-0276 (Toll Free) or 833-548-0282 (Toll Free)

URL: <https://cityofrochester.zoom.us/j/97620562226?pwd=NEhNMXQ1TkJLaUhRbkdHd3pCb2pNQ09>

MEETING ID: 976 2056 2226

PASSCODE: 855464

SUBMISSION

DEADLINE: 4:00 PM, FRIDAY, NOVEMBER 6, 2020

CONTACT: **RIANNE MITCHELL, REAL ESTATE SPECIALIST (PRIMARY CONTACT)**
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REQUEST FOR PROPOSALS
6 MADISON STREET
AVAILABLE FOR SALE FOR OWNER OCCUPANCY
OCTOBER 3, 2020

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SECTION 1 – SCHEDULE AND PROPOSAL SUBMISSION INSTRUCTIONS

Proposed Schedule & Deadlines

October 3, 2020 ----- RFP Release
October 14, 2020 via Zoom at 10:00 a.m. -----Information/Question Session
October 16, 2020 at 2:00 p.m. and October 19, 2020 at 10:00 a.m.----- Property Showings
November 6, 2020 (by 4:00 p.m.) -----Proposals Submission Deadline
November, 2020 ----- Review, Interviews (if applicable) & Selection
November/December, 2020 -----Notifications & Negotiation of Final Sale Terms
January, 2021 -----Possible City Council Consideration (approval) of Sale

Proposals Submission Instructions

A complete copy of the proposal is to be submitted no later than **4:00 PM on Friday, November 6, 2020** to:

Division of Real Estate
City of Rochester, 30 Church Street, Room 125-B
Rochester, NY 14614.

Proposals submitted after 4 PM on Friday, November 6, 2020 will not be considered.

Please submit paper proposals on 8.5 x 11 inch paper. The proposal must be signed by the submitter or an officer/trustee of the organization who is empowered to contractually obligate the organization. The proposal and any materials submitted shall become the property of the City, and the City is not obligated to return such documents. Each proposal must include at a minimum, the items listed in the Proposals Submission Requirements section below.

SECTION 2 – PROJECT PURPOSE, SITE DESCRIPTION, & DEVELOPMENT OBJECTIVES

A. Purpose

The City of Rochester (“City”), through this Request for Proposals (“RFP”) solicitation, seeks a qualified purchaser/team of developers (“Purchaser”) to purchase and rehabilitate 6 Madison Street (the “Property”) in Rochester, NY for the express purpose of rehabilitation for owner-occupancy. It is the City’s intention to receive development proposals that will lead to the sale of the Property to a Purchaser who presents an owner-occupancy use and demonstrates the financial capacity to undertake the proposed project within a reasonable time. The Purchaser will rehabilitate the Property with the intention and commitment to owner-occupancy for a period of no less than 10 years. The City and the Rochester Land Bank Corporation (Land Bank) have a joint interest in securing owner occupancy for this property. Accordingly, the Land Bank will file a compliance mortgage at closing which shall obligate the purchaser to the 10-year occupancy period. Upon the expiration of the 10-year period, the Land Bank shall release the mortgage lien. The City will consider the following as acceptable owner-occupancy uses:

1. Rehabilitation of the existing 2-family home with one unit occupied by the owner

2. Conversion of the existing 2-family home into a single family home to be owner occupied, per zoning approval prior to closing
3. Conversion of the existing 2-family home into a live-work structure where the owner occupies the residential unit and utilizes the remainder as a work-space/home occupation.

Through this RFP process, the City intends to select a development plan that will:

- Present the best rehabilitation plan for the Property;
- Identify a Purchaser who intends and commits to use the Property as their primary residence and owner-occupy the Property for a period of no less than 10 years following issuance of the Certificate of Occupancy or Certificate of Completion;
- Return the parcel to the tax roll and increase the City's tax base;
- Present high quality rehabilitation in keeping with the standards established for a home in a Preservation District; and
- Visually enhance the streetscape while removing the blighting influence of the vacant structure.

In addition, the City will partner with the Rochester Land Bank. The Land Bank will provide financial assistance up to \$60,000 in the form of a rehabilitation subsidy (See below Section 2 (D) for additional information regarding the Land Bank subsidy).

B. Property Description

The Property is located at 6 Madison Street, in the historic Susan B. Anthony neighborhood. This area is subject to Preservation District guidelines and these guidelines will impact and provide direction to the exterior components of the rehabilitation. The Property is located on the north side of West Main Street just west of the Central Business District of the City of Rochester. The neighborhood is generally bounded by Canal Street to the east, Allen Street to the north, Brown Street to the west, and Troup Street to the south. The Anthony Square Apartments are directly across West



Main Street, the historic home of Susan B. Anthony and the Susan B Anthony Square are within the neighborhood and less than 0.10 mile from the Property.

The Property is owned by the City of Rochester. The Property consists of one (1) tax parcel with an existing two-family home. The City acquired this property in 1996, via tax foreclosure. The structure was built in 1890 and contains 1,600 square feet of living area. The site is small and the structure covers the majority of the site. The Property backs up to the Spies Alley right-of-way (ROW) however there is no driveway and public right-of-ways are not to be used as a driveway. The Property is currently vacant, and it is served by all public utilities as well as public street improvements including curbing, sidewalks, and overhead street lighting. It is zoned Community Center (C-2).

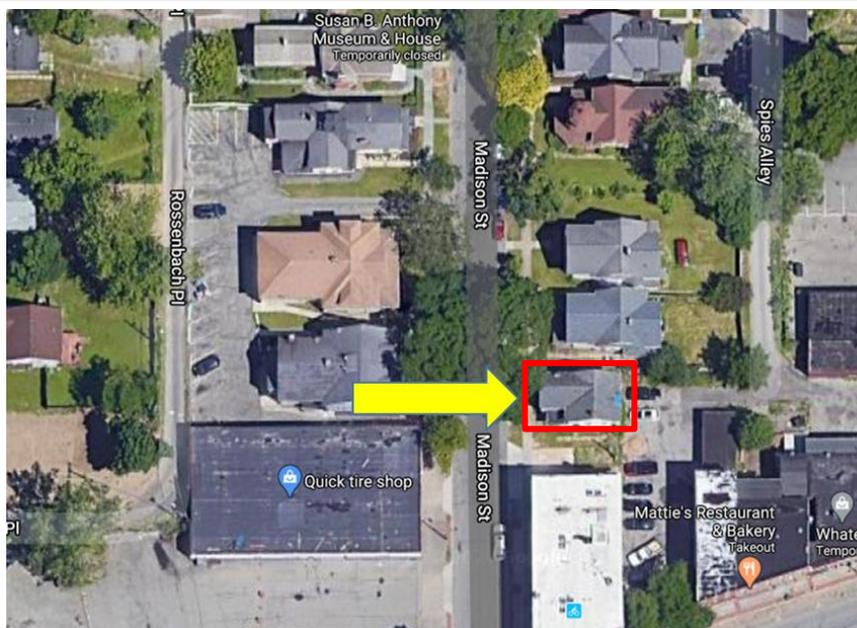


The City of Rochester and several local development companies have partnered over the years to build several new homes and rehabilitate several others in the Susan B. Anthony neighborhood. This investment has stabilized the neighborhood and enhanced the marketability, demand and appeal for homes in this historic area. An additional benefit of these investments is the high percentage of owner-occupants in this neighborhood, exceeding the City average.

Picture: Susan B. Anthony Museum & House at 17 Madison Street. The Susan B. Anthony Museum & House attracts thousands of visitors annually and is listed as a National Historic Landmark.

C. Summary of Parcel Data

Address: 6 Madison Street
Lot Size: Approximately 1,742 sq. ft. or 0.04 acres; lot dimensions are 39.62'(frontage) x 44.12' (depth)
Tax ID: 120.36-1-28.002
Ownership: City of Rochester
Location: Southwest Quadrant, just outside the Central Business District of the City
Current Use: 2-family home (Vacant)
Zoning: C-2, Community Center District within a defined Preservation District (for additional details, see Article VII of the Zoning Code: <https://www.ecode360.com/8679863>, and Article XXII, Section 120-194 of the Zoning Code: <https://www.ecode360.com/8683846>)
Site Access: Direct access is available from Madison Street with rear access via Spies Alley



Aerial View of the subject property. Note the access from Spies Alley to the rear of the property.

D. Land Bank Financial Assistance

Land Bank subsidy will be allocated in the form of a \$50,000 construction subsidy and up to an additional \$10,000 for environmental (i.e. – lead, asbestos, etc.) issues. The Land Bank funds will be provided following a review of documentation which demonstrates a verifiable expenditure of funds on construction and environmental investigation and/or remediation. The Land Bank reimbursement will be provided following the issuance of a Certificate of Occupancy/Completion and verification of the owner-occupancy component. The Land Bank will not release the funds if the rehabilitation is not fully complete and/or the structure is not owner occupied. A compliance mortgage will be required to secure the Land Bank’s contribution to the rehabilitation costs. The Land Bank reserves the right to recapture some or all of the subsidy if the 10 year occupancy requirement is not fulfilled.

E. Development Objectives for the City of Rochester and Center City

The subject property is not located within Center City but is very proximate to the boundary and the objectives of Center City development should be observed as this area may impact the Center City area.

The Site is located just west of the Cascade-Canal area of Center City. A Center City Master Plan (CCMP) was updated in 2014 and adopted by City Council in January 2015. The CCMP is intended to clearly communicate a positive future for Rochester and provide specific actions on how to move towards that future. The plan is based on the concept that Downtown is a place for



living, working, and visiting. The plan is organized around seven leverage points and 82 specific actions. *“The fundamental vision for Rochester’s Center City is an urban community of lively streets and public spaces that is a desirable place to live, a desirable place to work, and because of that, a desirable place to visit. Projects, public and private, will be evaluated on how much they add life to streets and public places.”* While this offering will not have a commercial component, the final development should align with the creation of a desirable place to live and the advancement of a strong neighborhood community. Please access the whole plan here: <http://www.cityofrochester.gov/CenterCity/>.

SECTION 3 – ENVIRONMENTAL CONDITIONS SUMMARY AND ENCUMBRANCES

The subject site was originally part of the parcel that included the adjoining building at 556-560 West Main Street. The 556 W Main Street was renovated as part of the Voters Block development. At the time of project development, the building and site was investigated for environmental conditions and any identified issues were remediated. The subject site appears to have been used exclusively for residential purposes. At the time of this RFP development, the City has not performed a Phase I or Phase II ESA on 6 Madison Street.

SECTION 4 – SALE TERMS

The successful response to this RFP must result in sale and conveyance of 6 Madison Street for a residential development with a requirement of owner occupancy. The Property will be sold to the individual or entity that provides the best proposal for the development of the Property, commits to owner-occupancy, returns it to the tax rolls, and enhances the surrounding area.

The Subject will be sold at its appraised value.

A. Purchase Price

The Subject will be sold at full market value as determined by an independent appraisal.

By responding to this RFP, Purchaser confirms willingness to pay the appraised fair market value for the Site as determined by an appraisal.

An appraisal dated **February 24, 2020** established **\$8,000** as the market value of the property.

B. Approvals

Development of the Site will require a number of approvals from the City of Rochester. At a minimum, the following approvals will be required:

- Rochester City Council (for the sale of real estate);
- City Division of Zoning (for site plan review and approval and variance if de-converted);
- Preservation Board review and approval (see link to City's Historic Preservation Resources: <https://www.cityofrochester.gov/historicpreservation/>)
- State Environmental Quality Review.

*Please note that other approvals may be required as the above list is not intended to be an exhaustive list of necessary approvals/reviews.

SECTION 5 – PROPOSAL SUBMISSION REQUIREMENTS

In order to be considered, proposals must demonstrate a well-planned and detailed renovation, with high quality and an appropriate design concept relying on the information in the attached documents, and the proven financial strength to undertake the project. The City reserves the right to reject any proposals submitted without the minimum requirements listed below.

The minimum items that must be submitted for consideration for the purchase and development of the Site are:

A. Attachment A - Development Proposal Form:

Please complete the attached form found in Attachment A to this RFP. Submit the form as the summary to your proposal.

B. Narrative Summary of Overall Proposal

1. Narrative summarizing the overall project/proposal including the proposed use, key benefits to the neighborhood and project development costs;
2. Vision statement describing the general vision of the completed rehabilitation; architectural style, exterior materials, etc.; and
3. Statement as to how/why the proposed use is the highest and best use of the Site. The City deems some variation of owner-occupancy to be the highest and best use of the Subject.

C. Project Development Plan

1. Design concept/rendered drawings and elevations — minimum concept drawings to include:
 - Site plan including any potential changes/additions to the subject on the Site, and showing building elements, landscaping and access (pedestrian);
 - Description of interior renovation finished product (number of total rooms, bedrooms, bathrooms, overall square footage, basement renovation details etc.; and
 - Infrastructure changes, if any (new water line, new sewer line etc.).
 - All planned renovations must comply with City of Rochester Preservation Board requirements (see link to City of Rochester Historical Preservation page) <https://www.cityofrochester.gov/historicpreservation/>. For additional assistance see link to New York State Historical Preservation Office - NYSHPO) <https://parks.ny.gov/shpo/preservation-assistance/>

Note: Detailed perspectives, renderings, 3D modeling and electronic presentations are not required; however, they may enhance understanding of the proposal.
Digital presentation material on CD may be submitted to supplement the proposal hard copy.
2. A project narrative describing proposal for the Site:
 - A description of the proposed rehabilitation that includes details on any floor plan changes, materials/finishes that will be installed (i.e. flooring materials, countertops in kitchen and bathroom(s)), any planned building addition, any planned interior change (i.e. removal or addition of rooms), exterior work plan, landscaping. The general narrative shall describe the finished elements and materials.
 - Please note any and all consideration(s) of historic preservation requirements.
3. Vehicle Storage:

Given the Subject's lack of garage and driveway, please be aware there is no vehicle storage on the subject site.
4. Project schedule (proposed) including: (not necessarily in this order)
 - Closing on property sale;

- Design;
- Anticipated permit approvals;
- Funding commitments based on the proposed funding sources;
- Construction start/completion; and
- Occupancy.

D. Project Costs and Funding

1. Provide cost estimates detailing property acquisition, hard costs and soft costs. Include all assumptions.
2. Use the attached Development Proposal Form for summarizing the sources of funds (including bank participation, owner equity, and any other sources that may be pursued) for both construction and permanent financing (if applicable), and uses of the funds. The Land Bank’s \$50,000 rehabilitation subsidy should be reflected on this form and the additional (up to) \$10,000 for environmental issues should also be noted.
3. List expected terms for the project financing by source, including loan amounts, interest rates, term length, and any special loan covenants/requirements.
4. The proposed financing arrangements must be verified by a letter from the financial source/institution indicating that the project has been reviewed and the source/institution is willing to favorably consider a loan application to finance the project.

E. Development Team & Development Experience

1. The proposals should include a summary of the experience of the project team, similar projects that the development team has been involved with and how that experience will be useful in undertaking the proposed project;
2. Provide a list of all current projects and development commitments for the next 24 months if any; and
3. Submit a detailed history of all projects that have been completed in the last five (5) years with an emphasis on projects similar to those being proposed here, if any.

SECTION 6 – EVALUATION AND SELECTION CRITERIA

Each proposal will be evaluated based on the information submitted. A committee will be formed with members appointed from various City departments. Proposals received within the stated deadline and containing all required information will be evaluated using the following criteria:

A. Quality of the Development Plan:

1. Overall appeal, quality of design and materials proposed, and consistency with existing structures in the vicinity;
2. Design and key features of the proposal, and use of sustainable and/or environmentally sensitive construction methods and materials;
3. There is no onsite parking at this property. Provisions to address the parking demand as a result of the proposed development. Street parking is limited in this area.

B. Understanding the Project and Sensitivity to the Recommended Guidelines and Sale Terms:

1. Consistency with, and support of, the objectives and design strategies associated with a property in a preservation district;
2. Compatibility with the market and market potential in the neighborhood;
3. Identification of relevant issues and sound reasoning; and

C. Financing Plan:

1. Economic feasibility/financial soundness of project budget/Proforma;
2. Ability to secure project funding/financing (i.e. commitment of funds already in place);
3. Level of Developer cash equity in the project; and
4. Impact on the tax base.

D. Experience: Purchaser should provide information on any previous rehabilitation projects

E. Project Schedule:

The Developer's ability to complete the project within 12 months of closing.

Upon initial review of the submitted proposals, the evaluation team may choose to establish a schedule for subsequent interviews, and may require the submission of more detailed information related to the financial condition of the purchaser (company financial statements, personal financial statements, global real estate report, etc.). Any additional financial information provided will be confidential and not subject to the Freedom of Information Law. All RFP respondents will be notified if and when an interview schedule is established. The City reserves the right to accept or reject any and all submissions.

SECTION 7 – REQUEST REFINED PROPOSALS OR ADDITIONAL INFORMATION

The City may request any additional information as it determines appropriate to select a Purchaser whose Proposal is best suited to this project. All persons/entities submitting for 6 Madison Street are responsible for the cost of preparing all information in response to this RFP and any additional information as requested by the City.

SECTION 8 - GENERAL INFORMATION

Restriction on Communication

News releases pertaining to this RFP or the services to which it is related will not be issued by an offeror/bidder/proposer or the selected offeror/bidder/proposer without the prior written approval of the City. In the event an offeror/bidder/proposer issues a news release pertaining to this RFP or the purposes to which it relates without the prior approval of the City, the offeror/bidder/proposer may be excluded from consideration.

Rights Reserved

- A. Only submissions that comply with all the objectives, provisions and requirements of this Request for Proposals (RFP) will be considered for review by the City of Rochester (City).
- B. The City reserves the right to independently investigate or request clarification of the contents of any proposal, including requesting that any prospective purchaser provide additional information, or make a presentation before the final selection is made.
- C. All materials submitted in response to this RFP become the property of the City, without obligation of the City to return such materials.
- D. All determinations of completeness of any submission and compliance with the objectives, provisions and requirements of this RFP, and the eligibility or qualification of any developer, shall be at the sole and absolute discretion of the City.
- E. Subsequent to the submission of the proposals, the City, in its sole and absolute discretion, may enter into parallel negotiations with two or more developers, may designate two or more developers for "short list" consideration,

may request best and final offers and/or may conduct competitive proceedings with respect to the potential disposition of the property described in this RFP. The City will assess proposals and select developers in its sole and absolute discretion.

- F. The City of Rochester may waive any of the provisions, requirements, terms and conditions of this RFP.
- G. The City reserves the right to cancel or reissue the RFP at its sole discretion and that the City shall have no liability for any costs incurred in preparing a proposal.
- H. The City reserves the right to issue an addendum should it become necessary to revise any section of this RFP, provide additional information necessary to adequately interpret provisions and requirements of this RFP, or respond to written inquiries concerning the RFP.
- I. The City reserves the right at its sole discretion to accept or reject any and all proposals received as a result of this RFP, to waive minor irregularities, to withdraw from the sale of the property, to elect not to proceed with the process set forth in this RFP, and to conduct discussions with all responsible respondents, in any manner necessary, to serve the best interest of the City of Rochester.
- J. The City has no obligation to discuss its reasons for selecting, accepting or rejecting any proposals with any proposers or representatives of said proposers.
- K. The City shall not be liable for any costs or expenses (including but not limited to the foregoing costs and expenses of legal counsel) incurred by any proposer in responding to this Request.
- L. All costs and expenses incurred by each proposer in connection with this RFP will be borne by the proposer, including without limiting the foregoing, all costs and expenses in connection with: surveys, reports, plans, designs, schematics, studies, research and any other due diligence work; preparation of each proposal; advice and representation of legal counsel responding to this RFP.
- M. The City reserves the right to withdraw from, or lease any or all of the properties for which the City has made a public request for Proposals at any time prior to approval by Rochester City Council.
- N. Proposals shall be accepted from principals only. No brokerage fees, finder's fees, commissions or other compensation will be payable by the City in connection with selection of a developer.
- O. Should it become necessary to review any part of this RFP, provide additional information necessary to adequately interpret provisions and requirements of this RFP, or respond to written inquiries concerning this RFP, the City reserves the right to issue Addenda to the RFP and post it to the City website (<http://www.cityofrochester.gov>) – it is the responsibility of all interested parties to regularly check the City website for any Addenda. The City reserves the right to extend the Submission Deadline by a reasonable time.

SECTION 9 – ATTACHMENTS AND RESOURCES

Attachments:

- A. Development Proposal Form
- B. Tax Map

Resources:

- 1. Center City Master Plan: <http://www.cityofrochester.gov/CenterCity/>
- 2. New York State Historical Preservation Office - NYSHPO) <https://parks.ny.gov/shpo/>
- 3. C-2, Community Center District within a defined Preservation District
(<https://www.ecode360.com/8679863> and <https://www.ecode360.com/8683846>)

Attachment A – Development Proposal Form



PROPOSAL OUTLINE

PROPERTY ADDRESS 6 Madison Street

PURCHASER _____

DATE _____

PURCHASE PRICE \$ 8,000.00

A. **PROPOSED USE** - Indicate number of units and whether they will be leased or owner-occupied. Indicate the specific uses of stores, offices, and industrial space, i.e. beauty salon, restaurant, etc.

1. Apartments _____
2. Store _____
3. Offices _____
4. Industrial _____
5. Parking Lot _____
6. Other _____

B. Time required to complete rehabilitation will be _____ months from closing.

C. **FINANCING - SOURCE OF FUNDS**

1. Personal Funds (**you must provide verification, i.e. bank statements, etc.**) \$ _____
2. Bank Financing (**Letter of Interest from bank must be included if bank financing is required.**) _____

***TOTAL** \$ _____

***Total amount of financing must be greater than or equal to the proposed amount of cost estimate expenditure.**

F. **Rehabilitation Plan**

Please develop an itemized estimate of anticipated rehabilitation or construction costs based on the **Cost Estimate Outline** below:

EXTERIOR **ESTIMATED COSTS**

- | | |
|--------------------------------------|----------|
| 1. Chimneys - point or rebuild | \$ _____ |
| 2. Roof - repair or replace | _____ |
| 3. Cornice and trim repairs | _____ |
| 4. Siding - repair or replace | _____ |
| 5. Gutters & downspouts | _____ |
| 6. Exterior door - repair or replace | _____ |
| 7. Steps & porch repairs | _____ |
| 8. Foundation wall pointing & repair | _____ |
| 9. Exterior protective covering | _____ |
| 10. Storms & screens | _____ |
| 11. Accessory Building repairs | _____ |
| 12. Service walks repairs | _____ |
| 13. Driveway/Parking Lot | _____ |
| 14. Landscaping | _____ |
| 15. Fence | _____ |
| 16. Other: _____ | _____ |

SUBTOTAL EXTERIOR: \$ _____

INTERIOR

- | | |
|---------------------------------|----------|
| 16. Joist or beam repairs | \$ _____ |
| 17. Wall changes | _____ |
| 18. Wall & ceiling treatments | _____ |
| 19. Electric | _____ |
| 20. Heating | _____ |
| 21. Plumbing | _____ |
| 22. Window repairs | _____ |
| 23. Door repairs | _____ |
| 24. Stairways & railings | _____ |
| 25. Insulation - attic/sidewall | _____ |
| 26. Kitchen cabinets & counters | _____ |
| 27. Floor repairs | _____ |
| 28. Cellar enclosures | _____ |
| 29. Other: _____ | _____ |

SUBTOTAL INTERIOR: \$ _____

TOTAL ESTIMATED COSTS: \$ _____

PURCHASE PRICE: \$ **8,000**

TOTAL EXPENDITURE: \$ _____

Cost per sq. ft. \$ _____

Cost per unit \$ _____

EVALUATION CRITERIA

In evaluating the merits of the proposals submitted for this property, the following items will be among the factors considered. The level of importance carried by the individual items is not necessarily reflected in the order given below.

- A. Proposed Plan: The overall quality of the proposed physical elements of the development plan and the degree to which the plan will contribute to the continued redevelopment of the immediate neighborhood.
- B. Compatibility: The compatibility of the proposed plan with existing zoning, land use, density, and building rehabilitation standards. Will your new construction be compatible with existing structures in the neighborhood? Does the proposal include documentation demonstrating community support for the proposed plan?
- C. Developer's Timetable: The developer's timetable for the project, including evidence of his capability to carry out the project in an expeditious manner.
- D. Financing Plan: The developer's commitments for permanent financing of the proposed project, as well as the developer's equity investment in the project.
- E. Experience: Does the proposal demonstrate experience of the purchaser in completion of similar development projects?
- F. Public Program Assistance: The requirements for a reliance upon public (City, State, Federal) program assistance in undertaking the project.
- G. Preservation: The developer's interest in the retention and preservation of (all) structure(s) and or the degree to which the proposed re-use preserves the existing character of the site/structure(s).
- H. Tax Status of Proposed Projects: The City has a policy restricting the sale of property to tax exempt organizations unless a property has been unsuccessfully offered for sale twice to taxable organizations. If your proposal is for a tax exempt use please contact the Division of Real Estate before submitting your proposal.



PURCHASER INFORMATION FORM

6 Madison Street
PROPERTY YOU INTEND TO PURCHASE

RFP
TYPE OF SALE

TYPE OF PROPERTY

INSTRUCTIONS: PLEASE ANSWER ALL QUESTIONS COMPLETELY. IF THE ANSWER IS NONE, WRITE "NONE." DO NOT LEAVE A BLANK SPACE. IF THE QUESTION DOES NOT APPLY, THEN WRITE "NA" IN THE SPACE PROVIDED. USE ADDITIONAL SPACE ON BACK IF NECESSARY.

1. FULL NAME: _____ (Individual, Corporate or Assumed)
PRINT NAME

2. HOME ADDRESS: _____ CITY/ST: _____ ZIP CODE: _____
P.O. BOX (IF ANY, HOME ADDRESS STILL REQUIRED)

3. TELEPHONE: _____ CELL PHONE #: _____

4. SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____
OR TIN NUMBER: _____

5. EMPLOYER: _____

6. If the purchaser is a corporation, name of all officers with home address: PLEASE ATTACH TO THIS FORM

a. Are any of these corporate officers also officers in any other corporations? _____

b. If so, list the corporations: PLEASE ATTACH LIST TO THIS FORM

7. Do you represent a tax-exempt organization? _____

8. Address of all real property owned in the City of Rochester within the last five years:

9. Address of all real property purchased at City of Rochester real estate auctions:

10. Address of properties with delinquent taxes due the City of Rochester:

11. Has the City of Rochester taken title to any property owned by you via In-Rem Tax Foreclosure proceedings?
If the answer is "Yes", list address of any properties taken:

12. Address of all properties currently cited for code violations:

I swear under penalties of perjury that I have answered the questions asked on this affidavit completely and accurately. I understand that failure to complete the questions completely and accurately could result in my forfeiture of the property in question and the loss of my deposit.

DATE _____ SIGNATURE(S) _____

DATE _____ SIGNATURE(S) _____

Attachment B — Tax Map

