



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
A residential structure for BUILD

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.
 - New construction concept plans are attached, including:
 - o Project description: include a narrative describing the project
 - o Site plan: show garage, house, sidewalks, and indicate site drainage
 - o Concept drawings: show the exterior elevations and floor plan
 - Completed Project Budget is attached, detailing:
 - o Soft costs (include insurance, utilities, maintenance, marketing or leasing fees at a minimum)
 - o After-improved market value or sales price of completed property (complete regardless of rental or ownership proposal)
 - o 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.
- NOTE:** If submitting multiple offers, there needs to be financing specific to each address.
- Before and after pictures of an example property are submitted on the Minneapolis Homes example project template.

Property offered through the Residential and Real Estate Development Work Unit’s Minneapolis Homes 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 that will be used in legal documents between you and the City of Minneapolis.**

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 Tax ID #: _____

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

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 or the general contractor purchased property from the City of Minneapolis before?

Yes No

D. Have you or the general contractor defaulted on a City of Minneapolis restoration agreement and/or redevelopment contract to rehabilitate or construct a property within the last five years?

Yes No

If Yes, please specify.

E. Are you currently in default to the City of Minneapolis or any department thereof on any contract, any bond, or in any other way?

Yes No

If Yes, please specify.

F. List addresses of properties that you or your company currently own, have constructed, or have rehabilitated 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 owner 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 Listing 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.
- **As Is Sale:** If this offer to purchase is accepted, Purchaser agrees to accept and purchase the property "AS IS WITH ALL FAULTS" and will not rely upon any representations or warranties of any kind whatsoever, express or implied, from the City, its employees, officers, agents or consultants as to any matters concerning the property. See program manual for detail regarding unsuitable soil allowance exceptions.

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.

1. Describe what you intend to build at the project site.

2. Fill out the table below indicating what you plan to construct on the vacant lot. If more than one unit of housing is proposed, fill out a separate line for each unit type.

Finished Square Feet/Unit Size	# of Units	# Bath	# Bedrooms	Estimated Sales Price or Rent

3. Indicate if the project will have any of the following amenities:

Parking improvements

Number of stalls provided: _____ as an: Attached garage Detached garage

ADA improvements

Number of Visitable¹ units: _____ Number of Universal Design² units: _____

¹Visitable means one no-step entry, 32" door clearance for primary doorways, and a ½ bath that meets minimum ADA clearance criteria on the main level.

²Universal Design means a unit that is fully compliant with Minneapolis Homes Universal Design standards.

Sustainable improvements

Certified through Energy STAR, LEED, Enterprise Green Communities, or similar program. Describe the certification program that will be pursued and features related to the certification.

Rain garden installation. Describe the estimated size and stormwater infiltration rate of the rain garden.

4. Attach the following:

Schematic designs: show exterior elevations and floor plan proposed. Designs do not need to be customized to the specific site applied for.

Site plan: provide a scale drawing that shows lot dimensions, house location, garage location, sidewalk improvements, porch or deck improvements, and indicate drainage patterns with arrows or topography lines.

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. Construction costs (contractor estimate) _____
- 3. Contingency (set aside for construction overruns) _____ of construction
- 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 _____ 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) _____

21. **Market Value or Sales Price After Construction** _____

VALUE GAP or (PROCEEDS) _____

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
- _____ **TOTAL FINANCING (should equal or exceed Total Development Cost)**

Attachment 3: Homebuyer Incentive and First Responder or Teacher Bonus Application

A. Homebuyer Incentive to BUILD a new home on a City-owned lot

Eligible applicants must (check one):

Be an owner-occupant that is building a home to live in

Be a developer or builder that is building a home for an identified owner-occupant

Attach a purchase agreement

The Minneapolis Homes Homebuyer Incentive will finance development gap, which is the difference between the total development cost of a project and its appraised value, and/or affordability gap, which is the difference between the appraised value of a project and the mortgage amount that a homebuyer qualifies for, up to a maximum of \$20,000.

Shaded items will fill in automatically, based on information filled out in the Offer to Purchase.

Total Development Cost

Market Value or Sales Price

Less Market Value or Sales Price

Less Max Mortgage Amount

1) Equals Development Gap

2) Equals Affordability Gap

3) Total Gap Assistance Need (Development Gap Plus Affordability Gap)

The amount of Minneapolis Homes Incentive requested cannot exceed \$20,000 and must be equal or less than line 3.

4) Requested Minneapolis Homes Homebuyer Incentive _____

Include the following attachments with your submittal:

Lender appraisal showing the market value or sales price

A pre-approval letter from a bank or other evidence of financing indicating maximum first mortgage amount

If line 3 indicating total gap assistance need is greater than \$20,000, please describe other sources that will provide assistance needed (i.e. homebuyer cash, other downpayment assistance programs, and/or developer financing):

Minneapolis First Responder or Teacher Bonus

Active, uniformed, sworn City of Minneapolis police officers, firefighters, EMTS, and full-time Minneapolis Public School pre-K – 12 teachers are eligible for an additional \$5,000 to encourage homeownership within the City of Minneapolis.

Is your household eligible for the Minneapolis First Responder or Teacher Bonus? Yes No

If yes, attach a letter of Verification as an active City of Minneapolis police officer, firefighter, EMT, or Minneapolis Public School teacher in good standing and fill in the form below.

Requested Minneapolis Homes Homebuyer Incentive (line 4)

Plus Minneapolis First Responder or Teacher Bonus request (up to \$5,000)

Total Minneapolis Homes request