

CITY OF GUTTENBERG
REQUEST TO PURCHASE CITY PROPERTY

NAME(S): _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ **CELL NUMBER:** _____

EMAIL ADDRESS: _____

Describe the city property you wish to acquire: _____

State the reason you wish to acquire the property: _____

Please familiarize yourself with the City's Disposal of Real Property Policy (attached).

I am interested in acquiring the property described above and have made a \$10 non-refundable payment. I have read and am familiar with the City's "Disposal of Real Property Policy" set forth in 7.09 of the Guttenberg City Code. I understand that after the preliminary approval of my request by the City Council, I will be required to pay, in addition to the sale price, all cost incurred by the City associated with these proceedings which includes a \$250.00 administrative fee. I further understand that I may stop the process at any time; however, I will be responsible to pay the fees and costs incurred to that date, plus the administrative fee. I further understand that I will be responsible to pay for any fees and costs incurred even if the city council does not adopt a resolution authorizing disposal/sale of the real estate.

Applicant Signature(s) Date

OFFICE USE: \$10.00 FEE PAID: Y / N DATE: _____ STAFF INITIALS: _____

REQUEST PLACED ON COUNCIL MEETING AGENDA: Y / N DATE: _____

COUNCIL APPROVAL TO PROCEED: Y / N DATE: _____

ERNEST MONEY (\$2,500.00) PAID: Y / N DATE: _____ STAFF INITIALS: _____

P&Z MEETING SET FOR STREET/ALLEY VACATION (if applicable) Y / N DATE: _____

SURROUNDING PROPERTY OWNERS NOTIFIED: Y / N DATE: _____ STAFF: _____

APPRAISAL COMPLETED: Y / N DATE: _____ FEE: \$ _____

SURVEY COMPLETED: Y / N DATE: _____ FEE: \$ _____

COUNCIL APPROVAL - SALE OF PROPERTY: Y / N DATE: _____ \$: _____

DEED ISSUED: Y / N ~ ALL REQUIRED DOCUMENTS RECORDED AT COURT HOUSE: Y / N

STAFF SIGNATURE: _____ DATE: _____