



REQUEST FOR PROPOSALS FOR PURCHASE AND INFILL REDEVELOPMENT OF 290 LIBERTY ST.



I. Purpose and Background

The Newburgh Community Land Bank, Inc. (NCLB) is seeking responses from interested parties for the purchase and infill redevelopment of the vacant lot with dilapidated carriage house at 290 Liberty Street in the City of Newburgh, New York (the "Property"). NCLB's mission is to improve the quality of life in Newburgh by stabilizing and revitalizing abandoned properties, returning them to the tax rolls through transfer to responsible purchasers for full rehabilitation. NCLB now seeks proposals for purchase and infill redevelopment that demonstrate a compatible use for the surrounding area, a feasible plan to be completed within a reasonable timeframe (no more than eighteen months from the date of sale), and adequate financial capacity and renovation experience to undertake the project.

For consideration, complete proposals must be received no later than 5:00 pm on Friday, July 13, 2018, either electronically at info@newburghcommunitylandbank.org or by delivery of two printed copies to NCLB offices at 15 Chambers St, Newburgh, NY, 12550. To be considered



complete, a proposal must include a completed application, the form of which is attached hereto, and all required supplemental materials. Complete proposals will be reviewed by NCLB staff and board members, with the winning applicant expected to be selected at the NCLB board meeting currently scheduled for Monday, July 23, 2018.

II. Location and Siting

The approximately 26' wide by 126' deep parcel lies on the east side of Liberty just across from the Boys & Girls Club of Newburgh, between South and Farrington Streets in the City's East End Historic District. The surrounding area is primarily medium-density residential but contains a commercial district overlay, with restaurants and a laundromat nearby. The Downtown Neighborhood district begins one block to the south. For additional parcel data, including tax map, applicants should consult the Image Mate Online service offered by the Orange County Real Property Tax Services Office at <http://propertydata.orangecountygov.com/search.aspx>.

III. Description and Condition

Note that NCLB properties are sold in "as is" condition; no warranties are made regarding the Property's condition.

NCLB acquired the Property from the City subsequent to property tax foreclosure and, in the summer of 2017, completed emergency demolition of a collapsing 1880s row home then occupying the front portion of the site. A small basement pit and any other remaining holes were filled in accordance with code requirements and covered with a layer of topsoil, resulting in the current lot. The shell of a two-story brick carriage house remains at the rear but is badly deteriorated, with roof and floors having collapsed into the building. Stabilization and renovation of this structure may not be financially practicable at this time. It is assumed that any new construction on the parcel will require the installation of new utility lines.

IV. Environmental Conditions

No environmental testing has been conducted on the Property other than a Phase I environmental site assessment obtained in 2015 prior to demolition, a copy of which is available upon written request to info@newburghcommunitylandbank.org.

V. Zoning and ARC Review

The Property is located in an area zoned medium-density residential with a commercial district overlay, and within the City's East End Historic District. New construction, as well as exterior alteration of the carriage house, will require a Certificate of Appropriateness from the City's Architectural Review Commission. Please consult with the City's Code Compliance department



or the City Planner regarding whether your intended use would be allowed by right, require certain special permits, or variances.

VI. Site Access

The Property will be available for access and inspection upon request beginning Monday, June 25, 2018. Please contact NCLB staff at 845-565-5360 to schedule an appointment. Applicants will be required to sign a release before entering the Property.

VII. Purchase Price

Completed proposals must include an offered purchase price. Based on an appraisal obtained for the Property dated as of May 5, 2018, NCLB expects to obtain a price of \$13,500. Under NCLB's disposition policy, its board of directors may select as a winning proposal one that does not contain the highest offered purchase price for a variety of reasons consistent with NCLB's mission and purpose.

VIII. Post-Sale Restrictions – Reverter Clause

The selected purchaser and NCLB will agree to a development timeline prior to the closing of sale. At closing, the quitclaim deed given by NCLB for the parcel shall contain a clause by which title shall automatically revert to NCLB if a certificate of occupancy is not obtained by the purchaser within eighteen months from the date of sale.

IX. External Development Incentives

Depending on the proposed use and ownership of the Property, certain grants, credits and other financial incentives may be available to the purchaser from external sources (e.g., state and federal historic tax credits, RP-444-a local tax exemption for rehabilitation of historic property, etc.). For additional information refer to the Development Resource Guide made available by the City of Newburgh at <https://www.cityofnewburgh-ny.gov/sites/newburghny/files/u153/devresourceguide-jl032916-2a.pdf>. It will be the responsibility of the selected purchaser to apply for any incentives for their projects.

X. Proposal Submission, Review and Selection

Completed, typed proposals must be submitted no later than 5:00 pm on Friday, July 13, 2018, either electronically at info@newburghcommunitylandbank.org or by delivery of two printed copies to NCLB offices at 15 Chambers St, Newburgh, NY, 12550. **NCLB WILL NOT CONSIDER INCOMPLETE APPLICATIONS.**



In order to be considered complete, proposals must include NCLB's Property Purchase Application, the form of which is attached to this RFP, as well of each of the required supplemental documents listed in the Property Purchase Application, including:

- a Redevelopment Plan (with Project Budget Form)
- a Management Plan (if any portion of the Property will be maintained as rental), and
- Proof of Financial Ability to Rehabilitate and Maintain Property.

Under NCLB's disposition policy, applicants must either reside in or intend to relocate to the City of Newburgh, or agree to engage a responsible property manager located in the City of Newburgh, and cannot, with respect to any real property owned:

- owe any unpaid and past due property taxes or any amounts for past due bills, fines or fees;
- have a history of code violations;
- have more than one nuisance abatement case or proceeding commenced against; or
- have lost any property to foreclosure for tax delinquency.

Complete proposals will be reviewed by NCLB staff and board members. Upon review, NCLB staff may contact applicants for discussion or necessary clarification regarding a submission. The winning proposal will be selected by NCLB's board, taking into consideration the purchase price offered, the planned use, the scope of the redevelopment plan, the applicant's qualifications and capacity to complete the project, the funds available for redevelopment, and the content of the response to the specific criteria contained herein or in the Property Purchase Application. Prospective purchasers who are residents of the City of Newburgh may receive preference where all proposals are of high quality.

It is anticipated that the winning proposal will be selected at the NCLB board meeting currently scheduled for Monday, July 23, 2018. The successful applicant will be notified after selection via the contact information included in the Property Purchase Application, at which time the parties shall enter into NCLB's standard form purchase and sale contract.



PROPERTY PURCHASE APPLICATION

Please complete all sections of this application and submit all required documentation. Applicants must include their physical address. **ALL APPLICANTS AND CO-APPLICANTS MUST SIGN THIS APPLICATION BEFORE SUBMITTING.**

1. APPLICANT INFORMATION

Name:	
Address:*	
Phone:	
Email:	

* P.O. boxes will not accepted.

2. TYPE OF APPLICANT

- Individual Person
- Corporation Incorporated in what state: _____ Date incorporated: _____
Authorized to do business in New York State? ___ Yes ___ No
- Partnership
Indicate type of partnership: _____
Number of general partners: _____ Number of limited partners: _____
- Not-for-Profit Incorporated in what state? _____ Date incorporated: _____
- Limited Liability Company
Formed in what state: _____ Date formed: _____
Authorized to do business in New York State? ___ Yes ___ No
- Sole Proprietorship
Name of Sole Proprietor: _____

NOTE: Entity applicants are required to submit a list of all members, partners and/or shareholders, as well as a copy of the entity's articles of incorporation or organization – see SECTION 6 REQUIRED SUPPLEMENTAL DOCUMENTS.



3. PROPERTY OWNERSHIP HISTORY

The Newburgh Community Land Bank will not consider incomplete applications. Please check **YES** or **NO** for *each* of the statements listed below. If you answer **YES** to any of these questions, attach an explanation. Please provide complete, accurate and current information. Please be advised information provided will be independently verified.

THIS INFORMATION APPLIES TO ALL MEMBERS, PARTNERS AND SHAREHOLDERS OF ENTITY APPLICANTS.

Are you tax delinquent or mortgage delinquent?	___ YES ___ NO
Have you owned property foreclosed on for tax-delinquency?	___ YES ___ NO
Do you owe amounts for past due bills, fines, or fees with respect to any real property owned?	___ YES ___ NO
Do you have any outstanding code violations or a history of code violations with respect to any real property owned?	___ YES ___ NO
Has more than one (1) nuisance abatement case or proceeding been commenced against you with respect to any real property owned?	___ YES ___ NO
Have you or a family member previously owned the property for which you are applying? (attach an explanation with dates of ownership)	___ YES ___ NO
Do you own any other properties in Newburgh? (attach a list with address, property type and year acquired)	___ YES ___ NO
Do you have a personal or professional relationship with the Newburgh Community Land Bank, any of its directors, or employees?	___ YES ___ NO
Do you currently owe anyone or any government agency money as a result of a court case?	___ YES ___ NO
Have you voluntarily filed for bankruptcy, been declared bankrupt, or been insolvent within the past 7 years?	___ YES ___ NO
Do you have any outstanding loans in your name resulting in foreclosure, legal judgement, or transfer of title to avoid foreclosure?	___ YES ___ NO

4. DESIRED PROPERTY AND PURCHASE OFFER PRICE

Property Address	Intended Use	Purchase Offer Price
290 Liberty		



5. REDEVELOPMENT/ MANAGEMENT PLAN

Tell us about your vision for the property. The more detail you can provide, the better. Please complete all sections that apply.

Redevelopment Plan (*check all that apply*)

- New construction
- Demolition of existing carriage house
- Renovation of existing carriage house

Management Plan (*check all that apply*)

- Occupy this property as my primary residence
- Occupy this property with my own business
- Operate this property as a rental
- Redevelop and re-sell to an owner occupant*
- Redevelop and re-sell ("flip")*

*Please note that all subsequent buyers of resale properties must be approved by the Land Bank – see SECTION 8 ADDITIONAL TERMS AND CONDITIONS.

Does the proposal comply with the current zoning? ____ YES ____ NO

Note: If the redevelopment plan does not comply with current zoning or land use laws additional approvals may be required. Contact the City's Code Compliance department or City Planner to find out more information.

A. Redevelopment Plan: For us to process your application, you must provide as a separate attachment a detailed redevelopment plan containing the following:

- Narrative description of the project
- Qualifications/training that you or those that may be helping have to complete the project
- Scope of work and, for new construction, schematics/sketches
- Plan to engage qualified individuals to complete the project
- Estimated timeline for completion of the project
- Project Budget Form (See attached for your use)
- Reason for interest in the property, if any. (i.e. type of structure, neighborhood/location, price, personal connection)



B. Management Plan: If you plan to manage the property as a rental, in order that NCLB may understand your capacity to manage and maintain the property either as an established landlord or as a new one, you must provide as a separate attachment a detailed management plan containing the following:

- Monthly income and expense budget for the property
- A narrative description of your marketing plan
- A narrative description of management procedures, including name and phone number of the responsible property manager located in the City of Newburgh you will engage to manage the property
- Standard lease agreement
- Anticipated market served
- Up to 3 letters of support (community leaders, neighboring residents, neighborhood associations, etc.)

C. Evidence of Financial Ability to Rehabilitate and Maintain Property: All purchasers of NCLB properties must demonstrate an adequate understanding of the amount of rehabilitation and ongoing maintenance needed as well as the associated costs. All applicants are required to provide sufficient documentation demonstrating financial capacity to realize their proposal.

Please attach proof of financial capacity to support your application:

- Most recent tax returns
- Bank statement
- Letter of Credit
- Loan Pre-Qualification Letter
- Grant Award/Funding Commitment Letter

APPLICATIONS THAT DO NOT INCLUDE THIS INFORMATION WILL NOT BE CONSIDERED

6. REQUIRED SUPPLEMENTAL DOCUMENTS

In addition to the Redevelopment Plan, Management Plan, and Evidence of Financial Ability to Rehabilitate and Maintain Property required under Section 5 above, the following documents must be submitted to the Newburgh Community Land Bank with your application before it will be considered:

- Copy of applicant's Photo ID
- List of all properties owned in Newburgh, if applicable
- Explanation of applicant's prior ownership of the property to be purchased, if applicable
- List of all members, partners and shareholders, if applicable
- Articles of Incorporation or Articles of Organization, if applicable



7. PURCHASER CERTIFICATION: PLEASE READ THIS SECTION CAREFULLY AND COMPLETE

I HEREBY CERTIFY THAT:

1. I understand that back taxes, outstanding code violations or unresolved foreclosures on any property that I own would mean that my application or purchase cannot proceed until such time as those issues are resolved.
2. All information provided in the application is complete, accurate and current.
3. I will maintain the property in accordance with all land use, zoning and property maintenance laws and ordinances.
4. I will pay all costs and fees associated with the property, the closing of this transaction and any future related transactional costs, including any and all delinquent taxes and outstanding water assessments, if applicable
5. I understand the aforementioned fees, taxes, and other costs of closing are good faith estimates and are subject to change at closing.
6. I agree that the Newburgh Community Land Bank may decline my offer to acquire this property for any reason. All sales are subject to approval by the Newburgh Community Land Bank's Board of Directors.
7. I agree that if my offer is accepted and I have been provided with a contract for sale, I will have three business days to execute the contract. If I do not execute the contract within three business days, NCLB reserves the right to cancel the transaction and sell the property to the second buyer. Buyer will have an additional three days from the signing of the sales contract to review it with an attorney and to seek attorney approval. If I do not notify NCLB that I do not have an attorney, or that my attorney does not approve the contract within that three business days, I waive that contract contingency and the contract will be deemed approved.
8. I authorize Newburgh Community Land Bank to conduct a background check and agree to provide such information as may be necessary to permit such action.
9. I understand that all NCLB properties are sold in "as is" condition and no warranties are made regarding property condition. The applicant assumes all responsibility to investigate, and if necessary repair the physical condition of the properties or of any structures or improvements located on any of the properties.



8. ADDITIONAL TERMS AND CONDITIONS

I understand that the Newburgh Community Land Bank as required by law and/or contract may transfer the property with certain deed restrictions or requirements if applicable. This may include, but is not limited to:

- Restriction requiring the buyer to get written consent from the Land Bank for a sale or transfer during a term of 5 years from the date of closing.

Example: A developer that intends to purchase, rehabilitate and resell a property would be required to have the prospective buyer submit an application to the Land Bank for approval so that the Land Bank can ensure that they meet the application criteria for being a responsible property owner.

- Reverter clause by which title shall automatically revert to NCLB if a certificate of occupancy is not obtained within a certain time from the date of sale.

Example: An applicant states that they plan to have at least a portion of the building up and running within 12 months. The deed will require adherence to the agreed upon timeline. This ensures that properties are not purchased for speculative purposes and that properties will be returned to active use in a timely manner.

- Requirement that certain properties be merged with property already owned by the applicant or multiple Land Bank properties are required to be merged.

Example: An approved applicant who purchases a side lot under the Land Bank's Disposition Policy would be required to merge that lot with the property that they already own. Merging lots helps retain the lot as a side lot in the future, can bring non-conforming lots into conformance and consolidates tax and water bills for the owner.

- Requirement for reporting if the application included some activity or program that was part of the rationale for approval.

Example: An applicant that is proposing to provide job training for local residents as part of their project. The board may request a report or series of reports regarding the outcomes of that training program.

BY ENTERING YOUR NAME(S) BELOW, YOU CERTIFY THAT YOU HAVE READ, UNDERSTAND AND AGREE TO BE BOUND BY ALL TERMS OF THIS ENTIRE APPLICATION, INCLUDING THE ADDITIONAL TERMS DISCLOSED IN THE ABOVE SECTION. YOU FURTHER CERTIFY THAT ALL OF THE STATEMENTS SET FORTH IN THIS APPLICATION ARE COMPLETE AND TRUE.

Applicant Name (Print) _____ Signature: _____ Date: _____

Co-applicant Name (Print) _____ Signature: _____ Date: _____



REQUIRED ATTACHEMENT: PROJECT BUDGET FORM

Proposed Project Costs		Source of Funds				
Purchase Offer	\$	Bank Name	Account #	Balance		
Construction/Renovation Costs (detail materials and labor costs of work needed)				\$		
Plumbing	\$			\$		
Electrical	\$			\$		
Heating/Cooling	\$			\$		
Roofing	\$			\$		
Windows	\$	Financing (if applicable)				
Exterior	\$	Financial Institution				
Interior	\$	Amount of loan	\$			
Landscaping	\$	Terms of loan	Interest Rate		Years	
Other	\$	Loan type (FHA Rehabilitation 203k, FNMA HomeStyle Renovation, SONYMA, etc.)				
Total Costs	\$					
Closing Costs:		Are you Prequalified?			Yes	No
		Other sources of funds to be used in this transaction (please be specific):				
Attorney fees	\$					
Deed & document preparation	\$					
Recording fees	\$					
Property water bill balance	\$					
Total Closing Costs	\$	Please sign:				
Total Project Costs	\$					
Expected Timeline for Project Completion (mos)		Name			Date	