

VILLAGE OF MAYWOOD

Community Development Department
40 Madison Street
Maywood, IL 60153
(708)236-3171

SALES INITIATION FORM *for the purchase of Village-owned real estate property*

ALL SALES ARE SUBJECT TO APPROVAL BY THE BOARD OF TRUSTEES.
APPLICANT(S) MUST NOT HAVE ANY OUTSTANDING DEBTS WITH THE VILLAGE OF MAYWOOD.

Date: _____

Name of Applicant: _____

Organization (if applicable): _____

Address: _____

Telephone Number (daytime): _____ email: _____

SALES PROGRAM: _____ Tax Reactivation (Bundle # _____) _____ ANLAP

Address of Village-owned property: _____

Permanent Index Number(s) (PIN): _____

Detailed description of the intended use for the property (RESPONSE REQUIRED):

Received by: _____
Community Development Department

Date: _____

OFFER TO PURCHASE REAL ESTATE

Sales Program: _____ Tax Reactivation _____ ANLAP

Property Address: _____ Bundle #: _____

Permanent Index Number(s)/PIN(s): _____

Name(s) of Bidder(s): _____

Address: _____ Apt./Unit # _____

_____ Town State Zip Code

Phone: _____ Home _____ Business _____

REDEVELOPMENT PROPOSAL

Proposed use: _____

Zoning: _____ Zoning Variance/Special Use Permit Request: _____ Yes _____ No

Purchase Offer Amount: \$ _____

NON-DISCRIMINATION STATEMENT

The Village, in the administration of the Tax Reactivation and ANLAP Programs for the sale of Village-owned real estate property, will not discriminate against any applicant because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap, military status, or an unfavorable discharge from military service.

The Village of Maywood reserves the right to reject any and all applications and may negotiate the terms of sale for any proposal received for the purchase of Village-owned real estate.

TERMS OF SALE

- Execution of a Redevelopment Agreement between the Village of Maywood and the purchaser for the use and improvement of the property.
- Approval by the Board of Trustees of the sale price and the formal Redevelopment Agreement for each parcel.
- If a zoning variance or special use permit is requested for the purchase of Village-owned real estate, the approval of the Village of Maywood Planning and Zoning Commission is required prior to submission for approval by the Board of Trustees.
- After the approval of all ANLAP or Tax Reactivation sales by the Village of Maywood Board of Trustees, the bidder will pay the full amount of the bid at the time of receipt of the Quit Claim Deed.
- Upon approval of the sale of all Village-owned Tax Reactivation properties by the Village of Maywood Board of Trustees, the bidder shall deposit \$500.00 with the Village of Maywood for the costs of processing the offer and sale. Such costs may include but are not limited to; preparation of the Board resolution for approval of the sale, the cost of the title commitment policy, survey of the property, the mailing of such notices as required under the Tax Reactivation Ordinance, the preparation of the Quit Claim Deed, and any filing or recording fees. The purchaser is responsible for all costs and fees incurred by the Village of Maywood, but not to exceed the sale amount.
- Submission of plans, application for building permits, payment of fees, and proof of financing for the project specified in the redevelopment agreement, must be submitted to the Village of Maywood Departments Code Enforcement and Planning within six (6) months of approval by the Board of Trustees. The balance of sales amount must be paid upon approval of the plans and issuance of the permits prior to issuance of the quit claim deed.
- Purchasers of ANLAP or Tax Reactivation properties will provide the Village of Maywood Community Development Department a certified copy of the Quit Claim Deed after recording the same with the Cook County Recorder of Deeds.
- Forfeiture of the deposit if the purchaser does not comply with the terms of the sale.
- Compliance with, and acceptance of, the Restrictive Covenants as specified in the Tax Reactivation Ordinance or as otherwise may be imposed by the Village of Maywood:
 1. Provide that the parcel is being conveyed in “AS IS, WHERE IS” condition, including any environmental conditions existing in, on, or beneath the property.
 2. ANLAP properties cannot be sold unless the sale is made with the adjoining property.
 3. Require that the parcel is to be developed and maintained as set forth in the Redevelopment Agreement.
 4. Tax Reactivation properties cannot be resold by the purchaser unless the properties have been improved in accordance with the Redevelopment Agreement.
 5. The Restrictive Covenant shall run with the land and shall be in full force and effect for a period of fifteen (15) years from the date of conveyance or the term provided for in any public financing document, unless otherwise approved by resolution of the Village of Maywood Board of Trustees.
 6. The Village Board of Trustees may require other covenants that are deemed to be in the best interest of the public.

REFERENCES

All Sales Applications **must include** a narrative description of the development experience of the Bidder. The description must include the number and location of the units completed, the types of projects (residential, commercial, new construction, rehabilitation, single family, multi-units), the date constructed, and the average sale price. In addition to the project description, the Bidder **must include** the name and contact phone number of the municipal code official where the project was completed. The Bidder **must include** a letter of reference or credit from a representative of one or more financial institutions that participated in funding the project(s).

DISCLOSURE OF INTEREST IN VILLAGE BUSINESS

1. Does any official or employee of the Village of Maywood have a financial interest in his/her own name or in the name of any other person in the purchase of this Village-owned real estate? _____ Yes _____ No

Note: If you answered “No” to Item 1, you are not required to answer Item 2. Instead, proceed to Item 3.

2. If you answered “Yes” to Item 1, provide the names and business addresses of the City officials or employees having such interest and identify the nature of such interest:

Name	Business Address	Nature of Interest
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. The Undersigned further certifies that no prohibited financial interest in the sale of this real estate will be acquired by any Village official or employee.

If selected as the successful Bidder, TITLE is to be conveyed by Quit Claim Deed by the Village of Maywood in the Name and to the Address of the Party listed as follows:

Name: _____
(Please print/type carefully.)

Address: _____

Signature of Bidder or Official of Bidder: _____

Date: _____

Bid Summary Sheet

Property Address: _____

Permanent Index Number(s)/PIN: _____ **Bundle #:** _____

<u>Name of Bidder</u>	<u>Title of Bidder</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Type of Bidder (Check Only One) ** (All applicants must include a Real Estate Sales Profile form.)

- _____ **Individual**
- _____ **Partnership:** _____
- _____ **Corporation:** _____
- _____ **Agent:** _____
- _____ **Trustee: Trust #** _____ **Bank:** _____
- _____ **Joint Venture:** _____
- _____ **Non-Profit Organization:** _____
- _____ **Other:** _____

Amount of Bid: \$ _____

_____ **To be completed by the Community Development Department**

Approval of Board of Trustees: _____ **Yes** _____ **No**

Date of Board Decision: _____

Deposit received: Date: _____ **Amount:** _____
Attach Receipt

Plans Submitted: _____ **Yes** _____ **No** **Date:** _____

Application for Permits: Date _____

Date of Sale: _____ **Recorder of Deeds Doc. #:** _____