

## Purchasing Geneva City-Owned Real Property

It is the goal of the City of Geneva to responsibly oversee permanently owned City property and City facilities, while returning surplus City property to productive use for the goal of home ownership, business development, neighborhood enhancement, tax collection and operational cost avoidance

### Surplus Property Types

*Surplus Property is property currently owned by the City but not being utilized for City purposes.*

- **City Tax Foreclosure**—Tax delinquent private properties the City has transferred title of.
- **Vacant Lot** – Residential Lots owned by the City that may be available for building, combined with adjacent property, or urban gardening
- **Development Ready Sites** – Identified development sites evaluated for larger development projects.
- **City Utilized Property** – Property owned by the City that is currently being utilized for City purposes or has a plan to be utilized for City purposes within the next 5 years

### Sales Objectives

In the sale of city-owned properties, the City of Geneva is focusing on community development, economic development, and owner-occupancy. To accomplish these goals, we have established the following sales guidelines:

- A) Surplus Property – Single family homes  
Preference will be given to owner-occupants or organizations that will rehabilitate the property for the sole purpose of selling the house to an owner-occupant. Houses that need extensive rehabilitation will not be offered directly to an owner-occupant unless the prospective purchaser has a demonstrated financial capacity to complete the work.
- B) Surplus Property – Vacant lot zoned AR, R1, R2, or LDR, MDR, LLR  
Preference will be given to purchasers intending to become owner-occupants, or organizations that will rehabilitate and erect a residential structure for the sole purpose of selling the property to an owner occupant or, where appropriate, to small local developers with a plan for small scale multifamily residential that enhances the neighborhood and addresses an underserved market segment or community development need. The specified structure must be erected on the premises within twelve (12) months. Vacant lots which are landlocked or are too small for building will be first offered to neighboring lot owners for purchase with priority given to owners that occupy, as a primary residence, a residential property next to a City owned vacant lot who demonstrate a clear plan for capital improvements that will increase taxable value.
- C) Surplus Property – Vacant lot zoned for mixed use or commercial  
Preference will be given to investor/developers who possess some combination of the following: a demonstrated history of community involvement; demonstrated understanding of the City's adopted plans and goals for the area as reflected in the proposal; a record of quality real estate development; a record of good property management; capacity to undertake and complete the project in the stated time frame; and proof of financial capacity to perform; good credit history; and a clean record with the City of Geneva

## **Annual Property Review**

1. The Finance Department, through the Comptroller and Assessor, will compile a list of all City owned properties with tax map ID, assessed value, and surplus property type.
2. The Property Acquisition and Disposition Committee consisting of representatives from the Finance, Economic Development and Planning, Department of Public Works will review the City owned property database to discuss condition, concerns and determine the process for disposition of said property in forwarding the goals of the Comprehensive Plan and other adopted City plans, guidelines, and policies.
3. The Property Acquisition and Disposition Committee will determine if there is a public benefit served by retaining any property that could be used for parks, trails, open space, gardens, stormwater, transportation improvements, infrastructure, or diversion to programs related to community and economic development initiatives in service of the Comprehensive Plan and other adopted City plans.
4. The Property Acquisition and Disposition Committee will determine the method of sale and disposition for each property.
5. The list of properties will be provided to the City Manager for review before bringing forward to City Council.
6. Once reviewed by City Council an approved list of properties to be disposed of will be uploaded to the City Website along with the procedure for purchase.

## **Sale and Disposition of Properties Processes**

### **Sell, lease or gift to Local Development Corporation or Industrial Development Association based upon property classification**

#### **Auction Process**

A third-party auction company may be hired by the City of Geneva to conduct the sale of any property the City selects. The auction website and all-important dates will be listed on the city website. Unless otherwise stated, properties are conveyed to the purchaser with a quitclaim deed. The purchaser will be responsible for an abstract of title, survey map, recording fees, transfer tax, clearing title along with any costs related to that process.

In the case where safety is of concern, the City may demolish any structure prior to auction sales.

#### **Purchase Offer Process - Surplus Property – Single Family Homes, Vacant Lots Zoned for Residential**

1. Prior to submitting a completed purchase offer, it is strongly recommended each purchaser contact the City of Geneva Code Enforcement Office to inquire about steps needed to conform the property to all relevant laws, codes, regulations, and practices. If the purchasers plan for the property includes building a structure or otherwise developing the lot, they are encouraged to seek approval from the Planning Department for the particular land use prior to purchase.
2. The purchaser must be current on all city and county property taxes, school taxes, water bills, sewer bills, and user fees. No other liens or obligations owed to the City of Geneva, and no property code violations on any property owned.

Complete a Purchase Offer form and submit completed form to:

City of Geneva  
Attn: Comptroller  
47 Castle Street  
Geneva, NY 14456

3. All purchase offers will be reviewed carefully by the Property Acquisition and Disposition Committee and graded based upon the goal areas:
  - a. Home ownership
  - b. Neighborhood enhancement
  - c. Tax collection
  - d. Operational cost avoidance
  - e. Conformance with the Comprehensive Plan and any neighborhood or area specific plans.
  - f. Sale price and future taxable value
4. The purchase offer that scores the highest from the Committee for each property will be presented to City Council for approval of purchase offer. The purchaser may be required to attend a Council meeting as part of this process.

*Once an offering price is accepted by the City Council, purchasers agree they shall not use that price as a reason to grieve or otherwise contest the assessed value of the premises for purposes of real property taxation.*

5. Once approved, Property Acquisition and Disposition Committee will notify purchaser of the accepted purchase price.
6. City of Geneva Legal counsel will draft sale documents and exchange them with purchaser for the purchase amount. The purchaser is responsible for clearing title along with any costs related to that process. Purchaser will be responsible for filing all sale documents with the County Clerk and/or other relevant bodies. Rehabilitation of existing residential structure repairs must be completed within eighteen (18) months of property transfer.

Please note that the above information is merely an overview of the process. Particular property transactions may involve additional steps than those outlined above.

**To make an offer on City-owned property not currently listed for auction or request for proposal**

**Surplus Property, Vacant Lot and Development Ready Sites Used for Commercial or Mixed Use with a total footprint of under .25 Acres**

1. Prior to submitting a completed purchase offer, it is strongly recommended each purchaser contact the City of Geneva Code Enforcement Office to inquire about steps needed to conform the property to all relevant laws, codes, regulations, and practices. If the purchasers plan for the property includes building a structure or otherwise developing the lot, they are encouraged to seek approval from the Planning Department for the particular land use prior to purchase.
2. The purchaser must be current on all city and county property taxes, school taxes, water bills, sewer bills, and user fees. No other liens or obligations owed to the City of Geneva, and no property code violations on any property owned.  
Complete a Purchase Offer form and submit completed form to:

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3. A call for purchase offers will be published quarterly with a deadline for offers on available properties. All purchase offers under this category will be reviewed carefully by the Property Acquisition and Disposition Committee following the quarterly submission deadline and graded based upon the goal areas:
  - a. Economic impact of proposal (number of jobs created, businesses housed, offer price, future taxes, etc.)
  - b. Housing needs addressed (if housing is a component)
  - c. Neighborhood enhancement and achievement of adopted area plans/goals.
  - d. Past history of such development
  - e. Operational cost avoidance
4. The purchase offer that scores the highest from the Committee will be presented to City Council for approval of purchase offer. The purchaser may be required to attend a Council meeting, or a meeting of one of the Council's committees as part of this process.

*Once an offering price is accepted by the City Council, purchasers agree they shall not use that price as a reason to grieve or otherwise contest the assessed value of the premises for purposes of real property taxation.*

5. Once approved, Property Acquisition and Disposition Committee will notify purchaser of the accepted purchase price
6. City of Geneva Legal counsel will draft sale documents and exchange them with purchaser for the purchase amount. The purchaser is responsible for clearing title along with any costs related to that process. Purchaser will be responsible for filing all sale documents with the County Clerk and/or other relevant bodies. Rehabilitation of existing residential structure repairs must be completed within eighteen (18) months of property transfer.

Please note that the above information is merely an overview of the process. Particular property transactions may involve more or different steps than those outlined above.

**Surplus Property, Vacant Lot Used for Commercial or Mixed Use with a total footprint of Over .25 Acres**

The City may choose to auction a property or to authorize a request for proposal process for these properties. Any requests for proposals will be posted on the City Website.

**Disclaimers**

The City reserves the right to reject any and all bids, purchase offers, or proposals due to litigation, open code issues or unpaid taxes. All properties will be sold as is and the buyer will be responsible for the repair of sidewalks (if necessary, as determined by City sidewalk inspection). The plan for the property, which must be included in the bid, purchase offer or proposal should align with the City of Geneva's

Comprehensive Plan. The City reserves the right to place a five-year owner-occupied deed restriction that will be connected to residential properties.

The city, in its sole discretion and for any reason, may remove any such properties from the website and additionally, all prices are subject to change at any time.

Unless otherwise stated, properties are conveyed to the purchaser with a quitclaim deed. The purchaser is responsible for an abstract of title, survey map, recording fees, transfer tax, clearing title along with any costs related to that process. In cases where a property is offered with marketable title, a charge for costs incurred by the City, including a reasonable administrative fee, will be added to the sales price.

Inquiries for purchasing a particular parcel of City-owned property not included on the available for sale list can email the City Comptroller or Director of Economic Development and Planning with the address and any concerns, questions, or purchase offers. All purchase offers will be reviewed in accordance to the procedure above.