



[CITY OF]
O T T U M W A

Revised 6-30-2021

PURCHASE OFFER FORM FOR CITY OWNED PROPERTY

Check which type of property you want to purchase.

Vacant Lot Are you a not for profit? _____
Do you own property next to the lot? _____
 Building Has the City owned the property for more than 5 years? _____
Are you a not for profit that builds housing? _____
Are you an Ottumwa School District? _____

Address or legal description of the property _____

Buyers Name, address and phone number _____

Dollar amount of the offer _____

If you are purchasing a building do you plan to renovate or demolish it? _____

If you are purchasing a vacant lot, what is the intended use of the lot? _____

If the City ownership of the lot is less than 5 years, the minimum offer is \$500. If you own the property next to the vacant lot and the City ownership is less than 5 years, the minimum offer \$250.

If the City ownership of the lot is more than 5 years, the minimum offer is \$250. If you own the property next to the vacant lot and the City ownership is more than 5 years, the minimum offer is \$125.

If you are a not for profit organization, such as Habitat for Humanity, or other organization that builds housing, the price for a vacant lot is \$125 regardless of the length of time the City has owned the property. If you are a nonprofit seeking to operate a community garden, the price is \$1.00. You must demonstrate that your organization is sustainable and able to continuously operate community gardens. If you are an Ottumwa School District with a construction trades program and intend to build housing the price is \$1.00.

Some lots are not available for green space. Verify if the requested lot requires a plan for developing new construction.



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Vacant lot deposits are \$100 for lots \$500 and over and \$50 for lots under \$500. The deposit may be in the form of cash or check made payable to the City of Ottumwa. The deposit will be applied toward the total purchase and conveyance cost of the property if the buyer completes the purchase. The deposit will be forfeited in the event the buyer withdraws an offer or does not complete the property purchase upon approval of the City Council.

If the building is to be rehabilitated, the buyer will submit a 6 month repair plan to the Health Department within 30 days of purchasing the building. If the building is to be demolished, the buyer will complete demolition within 90 days of the purchase. All buildings and lots are transferred by quit claim deed and buyers will pay all costs of transfer including the cost of publishing the public hearing notice in the Ottumwa Courier, deed preparation and recording and any property taxes owed. Check with the Wapello County Treasurer regarding any property taxes owed. The schools will only pay the cost of publishing the public hearing notice and recording fee in addition to the \$1.00 offer.

Purchase of City owned property is subject to approval by the City Council and requires a public hearing that will be held prior to Council approval. In accordance with the Third Amended City Policy 42 – 2004, the City Council may consider modifying the minimum lot price if the buyer can demonstrate a reasonable expectation that a substantial cost will be incurred in preparing the lot for use. The City Clerk's Office will accept completed purchase offer forms and the required deposit during regular business hours at the address below.

The use of any property purchased shall be consistent with the zoning classification. In instances where legal use of the property pursuant to the zoning classification may be in conflict with existing adjacent and neighboring residential property, then certain other requirements may be imposed by the City for the use of the property. These requirements could include, but are not limited to, providing privacy fencing to screen neighboring properties, require lighting to be restricted and goods and merchandise stored outside to be on paved or asphalt surfaces. City properties may not be mined for soil, nor stripped of vegetative cover, trees, shrubs and other living material except where necessary for construction and redevelopment or to comply with City Code. Properties sold or used as green space will be maintained in a manner appropriate to the neighborhood and consistent with City Code.

Mail Offer to: Ottumwa City Clerk's Office
105 East Third Street
Ottumwa, Iowa 52501