

**OFFICE OF STRATEGIC PLANNING  
DIVISION OF REAL ESTATE  
905 City Hall  
Buffalo, New York 14202**

**APPLICATION TO PURCHASE CITY OWNED PROPERTY**

SALE – LOT	[ ]	HOMESTEAD – LOT	[ ]
SALE – IMPROVED	[ ]	HOMESTEAD – IMPROVED	[ ]
Residential [ ] Commercial [ ]		LEASE (GARDEN)	[ ]

**CITY PARCEL:**

Number \_\_\_\_\_ Street \_\_\_\_\_

*\*\*For the following, please provide information as it appears on your deed or as you wish to be listed as owner\*\**

Applicant: **LEGAL** Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Co-Applicant (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Mailing (if different from above) \_\_\_\_\_

Telephone Number: home \_\_\_\_\_ work/cell \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Co-Applicant Address (if different from above) \_\_\_\_\_

Social Security # (Applicant) \_\_\_\_\_ (Co-Applicant) \_\_\_\_\_

Corporate / Business Name \_\_\_\_\_

Corporate / Business ID # \_\_\_\_\_ Federal E.I.N. \_\_\_\_\_

Business Partners / Ownership Information \_\_\_\_\_

Property Manager / Agent - Title \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ cell/fax \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Intended Use for this Property:**

Build [ ] Yard Space [ ] Parking [ ] Short Term Use [ ]

Rehab [ ] Reside [ ] Income Property [ ] Commercial Use [ ]

Please Provide Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any properties (improved/unimproved) owned by the applicant/co-applicant in the City of Buffalo

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE ATTACH THE FOLLOWING**

IMPROVED PROPERTY ACQUISITION: Copy of Financial qualification (\$5,000 min) \_\_\_\_\_  
Proof of income \_\_\_\_\_

VACANT LOT ACQUISITION: Copies of tax, water bill, user fee receipts for all properties owned in  
the City of Buffalo; Proof of income \_\_\_\_\_

**\*\*IF BUSINESS OR CORPORATION, PLEASE ATTACH COPIES OF THE LAST TWO (2) YEARS' TAX RETURNS\*\***

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED***

**AFFIRMATION:**

I swear under penalties of perjury that I have completed this request to acquire city owned property completely and accurately. I acknowledge that this information is being provided to a public servant and is a matter of public record. I also understand that the failure to complete the questions completely and accurately could result in rejection of the application, disqualification as a potential purchaser, and subject me to civil and criminal remedies.

\_\_\_\_\_  
SIGNATURE REQUIRED DATE

Print Name \_\_\_\_\_

\*\*\*\*\*

**OFFICE USE:**

Copy of Financial Qualification (\$5,000 min) \_\_\_\_\_ Income Proof \_\_\_\_\_

Completed Repair / Rehabilitation / Redevelopment Proposal with Budget and Financing Detail \_\_\_\_\_

Site Visit Schedule: \_\_\_\_\_

Date File Opened: \_\_\_\_\_