

REQUEST TO ACQUIRE CITY OWNED PROPERTY

**OFFICE OF STRATEGIC PLANNING**  
**DIVISION OF REAL ESTATE**  
901 CITY HALL  
BUFFALO, NEW YORK 14202

PRIVATE SALE - LOT ( )  
PRIVATE SALE - IMPROVED ( )  
    Residential ( ) Commercial ( )  
HOMESTEAD - LOT ( )  
HOMESTEAD - IMPROVED ( )  
LEASE (GARDEN) ( )

REFERRED BY: CATALOG ( ) CBO ( )  
NEIGHBOR ( ) INTERNET ( ) OTHER \_\_\_\_\_

TO BE COMPLETED BY CLIENT

***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*

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

SPOUSE OR CO-OWNER (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Address (no PO BOX) \_\_\_\_\_ Zip \_\_\_\_\_

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

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

Contact (if different) \_\_\_\_\_ Phone \_\_\_\_\_

Social Security # (Client) \_\_\_\_\_ (Spouse or Co-owner) \_\_\_\_\_

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

Corporate / Business ID # \_\_\_\_\_

Business Partners / ownership information \_\_\_\_\_

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

Address (no PO BOX) \_\_\_\_\_ 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 prospective buyer 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:**

SBL # \_\_\_\_\_

Lot Size \_\_\_\_\_ Assessed Valuation \_\_\_\_\_

Property Code \_\_\_\_\_ Type \_\_\_\_\_ Zoning \_\_\_\_\_ District \_\_\_\_\_

**Structure acquisition request:**

Copy of financial qualification (\$5,000 min) \_\_\_\_\_ Income Proof \_\_\_\_\_ W-2 Statement \_\_\_\_\_ Tax, water bill, user fee receipts \_\_\_\_\_ Completed repair / rehabilitation / redevelopment proposal with budget and financing detail \_\_\_\_\_

SITE VISIT SCHEDULE: \_\_\_\_\_

DATE FILE OPENED \_\_\_\_\_