

## **SALE OF CITY-OWNED EXCESS PROPERTY**

### **I. PURPOSE**

The City of Ionia comes into possession of various properties throughout the City from time to time for numerous reasons. Typically, these are single, small parcels that were acquired through tax foreclosure sale, or following demolition/code enforcement action. Usually, such parcels are vacant but can include parcels with existing structures.

### **II. SCOPE**

This policy applies to all excess parcels (except industrial park parcels) owned by the City of Ionia that have been determined suitable for redevelopment/reuse and eligible for return to non-City ownership. Properties that qualify as excess are determined by the City Manager. All excess property sales require final approval by the City Council of the City of Ionia.

### **III. POLICY**

The City of Ionia will sell property that has been deemed “excess” and determined suitable for redevelopment/reuse.

#### **A. PROCEDURE FOR SALE OF EXCESS PROPERTY:**

1. All excess property available for sale shall be listed on the City of Ionia website under “Excess Properties for Sale,” which currently appears on the website home page under Quick Links.
2. When listing an excess property for sale, direct notice of the availability of such property will be given to the property owner(s) directly adjacent to the excess property via first class mail.
3. It is the responsibility of the purchaser to know the existing zoning of the excess property and all regulations that apply to the identified zoning district prior to submitting an offer.
4. Excess property will only be sold to a qualified purchaser. A qualified purchaser must satisfy all these requirements:
  - Has no outstanding bills/fees/citations/taxes or other monies due to the City of Ionia;
  - Was not the person/entity from whom the City of Ionia acquired the excess property via foreclosure or condemnation;
  - In the event of any offers, recognize that the City in its sole discretion will determine which, if any offers, to accept;
  - If the qualified purchaser owns property directly adjacent to the excess property, the lots will be combined when the sale is

approved. No “flipping” of the individual lot acquired from the City is allowed. Flipping is defined as selling an excess property acquired from the city without combining it with an adjacent property, or otherwise reselling the individual property within 60 months of purchase from the City.

- Must be able to pay with cash, cashier’s check or money order
5. Offers to purchase an excess property shall be signed and submitted in writing on the REQUEST TO PURCHASE CITY-OWNED EXCESS PROPERTY FORM (fillable PDF – the Form). Prospective purchaser shall acknowledge and agree to all Disclaimers and Limitations as stated on the Form. A minimum offer of \$300 is required and the City reserves the right to counter with a higher dollar amount.
  6. If not a directly adjacent property owner, prospective purchaser shall provide a written commitment that the excess property will not be resold for a minimum of five (5) years after taking possession from the City.
  7. Offers to purchase an excess property shall be reviewed by the City Manager or his/her designee to determine completeness and qualified status in accordance with this policy.
  8. All purchase offers administratively reviewed and determined complete and qualified shall be presented to the Ionia City Council to authorize the proposed sale.
  9. Property authorized for sale in accordance with this policy shall be sold via Quit Claim Deed and the purchaser shall be required to pay for the cost of recording the new deed with the Ionia County Register of Deeds.