



RULES AND PROCEDURES FOR PURCHASING PROPERTY IN THE “MAKE US AN OFFER” PROGRAM

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1. Offers for properties in the “Make Us An Offer” program will be accepted on a continuous basis until further notice. Property may be withdrawn from the program at the option of the Finance Department. Offers will not be accepted prior to a property being added to the list.
2. The Real Estate Division of the City of Pittsburgh will open offers on the first business day of each week at 9:00 A.M.
3. In order to be considered the Real Estate Division must have received the offer by 4:00 PM on the last business day of the preceding week.
4. All offers must include a hand money deposit equal to 10% of the offer (minimum of \$200.00). The deposit must be a cashier check, certified check or money order made payable to “Director, Department of Finance”.
5. Offers must be made on the attached offer sheet or reasonable facsimile. Only one offer per sheet will be accepted. If you submit more than one offer on a property, only your highest offer will be considered.
6. No offer below the minimum asking price will be accepted. Offers above the minimum asking price will be accepted.
7. Offers that are not accompanied by the 10% hand money deposit will not be considered.
8. All offers must be accompanied by a photocopy of the prospective purchaser’s driver’s license.
9. The City of Pittsburgh will keep all offers secret until the offer period is closed.
10. On the first business day of each week the Real Estate department will open and tabulate all offers received by 4:00 P.M. on the last business day of the preceding week. Ties will be broken by 1) earliest receipt date and, if the tie persists 2) by choosing of lots.
11. All purchasers of City of Pittsburgh property must be approved to purchase. If your offer is accepted and you are not approved to purchase, you will have five business days from the time you are told that your offer is accepted to become an approved buyer.
12. If your offer is accepted, and you are approved to purchase, you will have five business days from the time you are told that your offer is accepted to see the property (if necessary) and sign the proposal to purchase. **We suggest that you see the property before making an offer.**
13. Failure to meet the deadlines in steps 10 and 11 will result in rejection of the offer and the return of hand money.
14. Purchasers will have ten (10) business days from signing the proposal to either apply for financing or notify the Finance Department that they are not applying for financing.
15. Purchasers of properties must agree not to appeal the assessed valuation of the property set at the time of sale. The sale price will not reduce or set the assessed valuation of the property.
16. Property is sold in “AS-IS” condition. Houses require remodeling and rehabilitation and may be occupied.
17. Property is being sold with a “clear title”.



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18. The purchaser has **THIRTY (30)** days to close on the property after being notified that the deed is executed. Failure to close on the property will result in the cancellation of the sale and forfeiture of the hand money.
19. The purchaser is responsible for paying all closing costs, including deed transfer taxes and deed recording fees.
20. The closing will take place in the City of Pittsburgh Real Estate office, and the purchaser must attend the closing in person.
21. The City of Pittsburgh retains the right to reject any bid after having stated the reason for rejection. All purchasers must be approved to purchase and all sales are subject to the approval of the Mayor and City Council. The approval process and execution of the deed takes approximately 120 days.
22. If the offers received on a property do not result in a sale, the property will be returned to the list of available properties.

ADDITIONAL PROCEDURES

1. Each offer form contains two options regarding hand money from potential buyers who have not submitted the highest offer on a property. (A. Hold hand money until contract is signed with another buyer, or B. return hand money immediately)
2. If neither choice is checked, the hand money will be returned and the offer will not be considered if a proposal is not signed with another buyer.
3. If choice "A" is checked, the Finance Department will hold the hand money deposit until a proposal is signed, at which time all hand money will be returned.
4. If a proposal is not signed with the person making the highest offer, the next highest offer from a qualified buyer for whom the City of Pittsburgh is holding hand money will be accepted.
5. Upon notification of acceptance of the offer, the buyer must meet deadlines outlined in the rules and procedures.
6. If choice "B" is checked, the Finance Department will return the hand money and the offer will not be considered.

MAKE US AN OFFER

ADDRESS OF PROPERTY I AM MAKING OFFER ON:

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

DAYTIME PHONE NUMBER: _____

HOME PHONE NUMBER: _____

I, _____

Make an offer of \$ _____

for the property cited at the top of this sheet. To secure this offer I am remitting a money order, cashier check, or other certified funds in the amount of \$ _____. (Must be equal to 10% of offer, or a minimum of \$200.00, whichever is greater.)

If you receive a higher offer on this property please (check only one option)

_____ A.) Hold my hand money until a contract is signed with the highest acceptable buyer.

_____ B.) Return my hand money to me immediately. I understand that this offer will not be considered if a contract is not signed with another buyer.

I have read and understand the rules and procedures of this sale.

Signature

Date

The closing will take place in the City of Pittsburgh Real Estate office, and the purchaser must attend the closing in person.

OFFER SHOULD BE CLEARLY MARKED "MAKE US AN OFFER" AND FORWARD TO:

***CITY OF PITTSBURGH
REAL ESTATE DIVISION
414 GRANT STREET
PITTSBURGH, PA 15219-2404
ATTENTION: MAKE US AN OFFER***



CITY OF PITTSBURGH
REQUEST TO PURCHASE THREE TAXING BODY PROPERTY
412 255-2300

NAME: ** _____ SPOUSE: _____

HOME ADDRESS: _____ OWN: _____
 (DO NOT USE P. O. BOX #)

CITY, STATE, ZIP: _____ RENT: _____

HOME PHONE NO.: _____ WORK PHONE NO.: _____

EMAIL ADDRESS: _____

SS #: _____ SPOUSE SS #: _____

DID EITHER APPLICANT LIVE WITHIN THE LIMITS OF THE CITY OF PGH? (YOU MUST ANSWER YES OR NO FOR EACH YEAR)

2014 **Yes** or **No** 2013 **Yes** or **No** 2012 **Yes** or **No** 2011 **Yes** or **No** 2010 **Yes** or **No**

WAS EITHER APPLICANT EMPLOYED OR SELF EMPLOYED? (YOU MUST ANSWER YES OR NO FOR EACH YEAR)

2014 **Yes** or **No** 2013 **Yes** or **No** 2012 **Yes** or **No** 2011 **Yes** or **No** 2010 **Yes** or **No**

++WAS EITHER APPLICANT RETIRED? (YOU MUST ANSWER YES OR NO FOR EACH YEAR)

2014 Yes ___ or No ___ 2013 Yes ___ or No ___ 2012 Yes ___ or No ___ 2011 Yes ___ or No ___ 2010 Yes ___ or No ___

DO YOU OWN ANY PROPERTY IN THE CITY OF PITTSBURGH? YES _____ NO _____

IF YES PLEASE COMPLETE: (use back if necessary)

Include your residence if located in Pittsburgh

Office Use Only

ADDRESS	WARD/BLOCK/LOT	R.E. TAX	W/S	BBI
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

WHAT CITY OWNED PROPERTY DO YOU WANT TO BUY?

PROPERTY ADDRESS: _____ WARD/BLOCK/LOT: _____

WHY ARE YOU BUYING THIS PROPERTY (WHAT ARE YOU GOING TO USE IT FOR)?

WHEN WILL YOU APPLY FOR A BUILDING PERMIT? _____

Your failure to provide complete and accurate information will result in denial and rejection of your request to purchase.

IF CORPORATION OR PARTNERSHIP YOU MUST REQUEST A SUPPLEMENTAL FORM FROM THE STAFF

SIGNATURE: _____ DATE: _____

Office Use Only

PURCHASER: _____ OBJECTOR: _____ **TAKEN BY** _____ DATE: _____ BOOK _____

SALE STARTED: _____ RETURN DATE: _____

APPROVED BY: _____ DATE: _____

DENIED BY: _____ DATE: _____ REASON: _____



CITY OF PITTSBURGH
REQUEST TO PURCHASE THREE TAXING BODY PROPERTY
412 255-2300

PURCHASER'S NAME: _____ SPOUSE: _____

ADDITIONAL PROPERTIES OWNED BY APPLICANT:

FOR CITY USE ONLY

ADDRESS	WARD/BLOCK/LOT	R.E. TAX	WATER	SEWAGE	BBI
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____	_____
11. _____	_____	_____	_____	_____	_____
12. _____	_____	_____	_____	_____	_____
13. _____	_____	_____	_____	_____	_____
14. _____	_____	_____	_____	_____	_____
15. _____	_____	_____	_____	_____	_____
16. _____	_____	_____	_____	_____	_____
17. _____	_____	_____	_____	_____	_____
18. _____	_____	_____	_____	_____	_____
19. _____	_____	_____	_____	_____	_____
20. _____	_____	_____	_____	_____	_____

RETURN COMPLETED APPLICATION TO:

TTB REQUEST TO PURCHASE
DEPARTMENT OF FINANCE
CITY OF PITTSBURGH
414 GRANT ST. 1ST FLOOR
PITTSBURGH PA 15219-2476