



City of Harvey  
 Mayor Christopher J. Clark  
 15320 Broadway Avenue, Harvey, IL 60426  
 Phone: (708) 210-5346 Fax: (708) 210-5336  
[cityproperties@cityofharveyil.gov](mailto:cityproperties@cityofharveyil.gov)

**CITY PROPERTIES - APPLICATION**  
**PURCHASE OF REAL ESTATE\***  
**2 – Proof of Concept/Funding**

**PART 1: INTRODUCTION**

The Applicant is required to prepare a plan for the property, develop a budget, hire contractors as needed, and demonstrate the ability to finance the purchase and complete their proposed project according to a proposed timeline. Please provide the information requested below.

**PART 2: APPLICANT & PROPERTY INFORMATION**

Applicant		Property	
Name:		Address:	
Phone:		PIN/s:	
Email:			

Must provide the following:  Current picture/s of existing property (front/back/sides)

**PART 3: PROJECT PLAN, COSTS, CONTRACTORS, FINANCING, & TIME-LINE**

**Describe Your Plan for Property:**

End Use of Property:  Own and Live  Own and Rent  Sell to Another  Other \_\_\_\_\_

Check if providing:  Site Plan  Floor Plan  Drawings/Renderings  Architect Plans/Blueprints

**Detail Your Project Costs: TOTAL EST. COSTS:** \_\_\_\_\_ (enter cost of labor & materials for items below)

Acquisition: \_\_\_\_\_ Demolition: \_\_\_\_\_ Roofing: \_\_\_\_\_ Siding: \_\_\_\_\_ Windows/Doors: \_\_\_\_\_  
 Electric: \_\_\_\_\_ Plumbing: \_\_\_\_\_ HVAC: \_\_\_\_\_ Landscape: \_\_\_\_\_ Utilities Connect \_\_\_\_\_  
 Furnishings: \_\_\_\_\_ Appliances: \_\_\_\_\_ Other \_\_\_\_\_ Professional Fees: \_\_\_\_\_

Check if providing:  Contractor Estimates  Calculations  Utility Connection Estimates

**Present Project Funding: TOTAL EST. FUNDS:** \_\_\_\_\_ (enter funding sources below)

Cash Available in my Account: \_\_\_\_\_ Cash from other: \_\_\_\_\_ Bank Loan: \_\_\_\_\_ Other: \_\_\_\_\_

Check if providing:  Personal Checking/Saving Account  Bank Loan Documents  Other: \_\_\_\_\_

**Provide a Timeline:** (enter the estimated dates of completion for the items below)

Financing: \_\_\_\_\_ Purchase: \_\_\_\_\_ Start Construction: \_\_\_\_\_ Complete Construction: \_\_\_\_\_

**PART 4: SIGNATURE**

I understand this application is only an expression of interest and does not obligate the City nor me to sell/buy the property; and I will need to demonstrate the capacity to fund and complete the proposed use of property before proceeding through the approval process.

Name of applicant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of owner: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* - See additional information on purchasing city property on back of page

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## **CITY SALE OF SURPLUS REAL ESTATE**

### **(Instructions)**

You can find the information needed to acquire properties for redevelopment at the links below:

[City Properties Information](#)

[City Properties Map](#)

Please submit all communications, questions, forms either on-line or by email to:

[cityproperties@cityofharveyil.gov](mailto:cityproperties@cityofharveyil.gov)

**APPROVAL PROCESS** - The Application and Sale/Purchase process consists of the following steps:

- Step 1 - Letter of Interest** – Applicant submits interest in property location and brief plan to utilize the property. The site is reviewed within the context of existing City plans, commitments, and redevelopment objectives. If the location is available and general plans meet with City’s goals, then Applicant is asked to submit a detailed proposal.
- Step 2 – Proof of Concept/Funding** – Applicant is invited to provide a detailed proposal to Staff for review. This plan should detail costs (acquisition and improvements), a timeline for completion, list of contractors, and proof of funding. Documents might include site/floor/landscape plans, bank/loan statements, and other supporting materials.
- Step 3 – Settlement Statement** - Staff prepares a statement detailing the type of transaction, proposed plan, including cost estimates of the real estate transaction. The transaction cost to Applicant may include a) an appraisal and/or environmental report, if required, c) plat of survey, d) title insurance, e) legal fees, f) administrative fees, and other fees.
- Step 4 - Purchase/Transfer Agreement** –Upon acceptance of terms, Applicant is asked to sign a Purchase Contract or Redevelopment Agreement and await approval from City. The Agreement will specify the terms of completing the project per a redevelopment schedule.
- Step 5 - City Approval** - Approval of the final transaction will be required by either the City Council or City Administration, depending on the nature and type of transaction-- a) commercial or industrial zoned properties, b) # of units in a multi-residential property, or c) # of single-family homes.
- Step 6 – Real Estate Sale Closing** – The Agreements are signed, escrow payment is made, and prior to closing a final balance is paid by the Applicant and the transaction is recorded thereafter.
- Step 7 – Monitoring & Completion** – The City monitors the project, per the terms of the Agreement/s, the redevelopment schedule, and validates project additions, extensions, or completions.