

HOW TO PURCHASE A CITY-OWNED PROPERTY

1. Prospective buyer must identify the property desired and ownership must be determined. To obtain ownership you may contact the **TAX ASSESSOR'S OFFICE**, Room 329, City Hall, (856) 757-7017.
2. If the City owns the property, the prospective buyer must submit a **written offer**, to **City Properties, Room 327-A, City Hall, 3rd Floor, (856) 757-7125**. The offer should contain your name, address, telephone number and the proposed use of the property.
3. All offers are subject to **administrative approval**.
4. After approval of the offer, property will be offered for **public sale**. The office of City Properties will notify Offeror in writing.
5. When the sale is held, offeror must be present and publicly make their bid. **The property will be sold to the highest bidder**. The offeror is not always the successful bidder the day of the Auction.
6. When property is struck off, successful bidder must at that time sign an Agreement of Sale and give a **10% deposit of the final bid amount**.
7. Ordinance MC-1902 of the City of Camden adopted September 23, 1982, prohibits the sale or transfer of municipal property to any person, partnership, corporation or taxable entity who has any monetary obligation owing the City of Camden by way of municipal liens, taxes, fees, water and sewer charges, judgments or any other indebtedness created by law.
8. The City recommends a **title search be done**. (The buyer can go to any Title Company of their choice.)
9. The City of Camden prepares the deed and settlement is scheduled approximately **60-90 days** after the sale. If the buyer does not complete settlement when notified in writing, **the deposit is forfeited**.
10. At settlement, the buyer must pay the City the **balance of purchase price** and if the City is recording the deed, **the filing fee for it**.
11. Buyer has one (1) year from the date of deed to rehabilitate residential or commercial property. **Taxes will start from the date of the deed.**

TO RECEIVE ANY FUTURE SALE NOTICES, PLEASE SEND POST CARD OR SHORT LETTER OF REQUEST TO CITY PROPERTIES, ROOM 327-A, CITY HALL, P.O. BOX 95120, CAMDEN, NJ 08101-5120. CLEARLY HAVE YOUR NAME AND ADDRESS AND ZIP CODE.

Date: _____

Bureau of City Property
City Hall
Camden, New Jersey 08101

RE: _____

Dear City Property:

I hereby make an offer of \$ _____ for the subject City-owned property. It
is my intention to rehabilitate said property within one year from the date of the deed for
use as _____

Enclosed please find my deposit of \$ _____.

Please advise if this offer is acceptable and notify me of the time and place of the sale.

Sincerely,

Name

Address

Telephone (Home or Message)

Telephone (Work)