



Submission an Unsolicited Offer to Purchase City Owned Property

Thank you for contacting the City of Richmond/Real Estate Strategies and for initial your interest in submitting an Unsolicited Offer to purchase a City owned property. Prior to your submission, it is important to note that due to changes the City made to the Code in 2017, no offer, bid or proposal for the purchase of City-owned real estate shall be sought by solicitation, whether by invitation for bids or request for proposals, or auction unless and until the City Council shall first have adopted a resolution declaring such real estate to be surplus real estate and authorizing the seeking of offers, bids or proposals therefore by solicitation or auction.

If you are interested in submitting an Unsolicited Offer, the following is a general overview of the process, as well as the minimum requirements needed for your submittal. All submittals shall be written and include the following information:

- Requestor's name (Purchaser), company description and contact information (address, email address, and telephone number)
- Address of the property being purchased
- Proposed/planned use of the property (please be as detailed as possible and include any drawings)
- Proposed/planned improvement costs to the property
- Economic benefit to the City including, but not limited to the projected investment value, projected tax revenue and projected job creation
- Proposed purchase price
- A preapproval letter/proof of funds from a lender or financial institution to show purchaser's ability to cover the Good Faith Deposit (as per City Code the deposit shall be 10% of the purchase price), the remaining balance of the purchase price, as well as the initial proposed/planned improvement costs

Please refer to the following link for the City's Municode, which will provide in more detail, the provisions and all City Code requirements related to the sale of City-owned property as set forth in the Chapter 8, Article III Sale of Real Estate.

<https://library.municode.com/va/richmond/codes/codeofordinances>

All Unsolicited Offers shall be submitted by email, US certified mail or by hand delivery to the offices of Real Estate Strategies and made attention to:

Christopher P Nizamis
Division of Real Estate Strategies
Department of Economic Development
City of Richmond
900 East Broad Street, Suite 1603
Richmond, VA 23219
christopher.nizamis@rva.gov
D: 804.646.4316
F: 804.646.3230

After your offer is received, you will receive a notice of receipt and will be notified if additional information is required. You will also be notified after your request has been submitted to City Council. Following their review and their decision as to declaring the property surplus real estate, one of the two options will occur:

- 1) If your Unsolicited Offer inquiry to purchase a City owned property **is not accepted** as surplus real estate by City Council, you will be notified and provided the reason why.
- 2) If your Unsolicited Offer inquiry to purchase a City owned property **is initially accepted** as surplus real estate by City Council, you will be notified to provide the Real Estate Strategies Division the following:
 - **A Good Faith Deposit as required by City Code made payable to “The City of Richmond”.** NOTE: *Under Article III, no ordinance directing the sale of City-owned real estate to a Purchaser shall be adopted unless and until the Purchaser has provided a deposit in an amount equal to ten percent (10%) of the proposed purchase price either by (i) furnishing the Chief Administrative Officer with such deposit in the form of a certified or cashier’s check or (ii) placing the deposit in escrow pursuant to a legally enforceable escrow agreement approved as to form by the Office of the City Attorney. If the Council adopts an ordinance directing the sale of the City-owned real estate to the Purchaser, the deposit shall be applied to the purchase price upon the closing of sale of such City-owned real estate. The City may retain the proceeds of the deposit if the purchaser withdraws its offer to purchase the real estate before the final action of the Council on the ordinance to direct the sale of the real estate to the purchaser. The City shall not forfeit or waive any other remedies or rights the City may have otherwise by retaining the proceeds of the check.*
 - **Proof of Insurance/Certificate of Insurance.** NOTE: *this is only required for any Unsolicited Offer that includes a physical structure on the property and/or should a building tour/inspection be requested as part of your on-going due diligence. The requested insurance coverage must remain in effect until closing. Please contact the Real Estate Strategies office to receive a copy of the insurance coverage requirements, as well as, to schedule a tour/inspection of the property.*
 - **Architectural and/or engineering plans/drawings for City review and conceptual approval**
 - **Zoning confirmation letter**
 - **Lender contact information**
 - **Settlement agent’s contact information**

Please ensure that all of the above documents are submitted by either US Certified Mail or by hand delivery to the offices of Real Estate Strategies at the address listed herein.

If the Good Faith Deposit, proof/certificate of insurance, architectural and engineering plans, zoning confirmation, lender and settlement agent information are not provided within the time allotted or approved, **final approval will be delayed and/or not awarded.** A notice indicating the reason why will be provided.

If final approval is awarded, a Purchase Sales Agreement (PSA) will be drafted and sent to your Broker/Settlement Agent for review. After the final draft PSA has been approved by the City Attorney’s office and a Closing Date has been determined, a final copy of the PSA will be sent to the Purchaser for signature along with the names and contact information for the parties representing the City of Richmond and Closing Instructions.

Thank You
Real Estate Strategies