



OFFICE OF  
**VACANT &  
PUBLIC PROPERTY  
ADMINISTRATION**

A Division of Develop Louisville

May 16, 2016

**REQUEST FOR PROPOSALS FOR THE PURCHASE AND REUSE OF PROPERTY**

**I. INTRODUCTION**

The objective of the Vacant & Public Property Administration is to return currently underutilized properties back to productive community assets. The Louisville/Jefferson County Metro Government (Metro Government), acting by and through the Office of the Vacant & Public Property Administration (VPA), seeks a qualified buyer(s) to acquire the following properties:

**LIST OF AVAILABLE PROPERTIES**

- 457 S 41<sup>st</sup> Street, Louisville, KY 40212
- 2122 W Madison Street, Louisville, KY 40211
- 3117 W Jefferson Street, Louisville, KY 40212
- 2609 Hale Ave, Louisville, KY 40211
- 2219 Congress Street, Louisville, KY 40212
- 2928 Virginia Avenue, Louisville, KY 40211
- 726 Sutcliffe Avenue, Louisville, KY 40211

*All properties will be shown on an Open House schedule. Please see attached Property Summaries for specified Dates & Times.*

Applicants may submit proposals for one or more properties. The purpose of this Request for Proposal (RFP) is to provide a fair evaluation for all offers and to provide potential buyers with explicit evaluation criteria.

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**II. PROPOSAL GUIDELINES AND REQUIREMENTS**

Proposals are due by **(6/16/16) at 5:00 p.m. EST**. Respondents **must** submit one copy of their proposal in electronic form to [vapstat@louisvilleky.gov](mailto:vapstat@louisvilleky.gov) **OR** one copy in paper format to:

VAPStat Staff  
Office of Vacant & Public Property Administration  
444 South Fifth Street, Suite 500  
Louisville, KY 40202

Revised: May 11, 2016



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### Inquiries

All communications concerning this RFP shall be submitted in writing/ email to one of the above-referenced addresses. VPA will strive to respond to written inquiries within 48 hours of submission. The VPA cannot guarantee a response to calls.

### Submittal Elements

All submissions must be complete to be considered for this RFP. The following elements must be included in the proposal. Please provide complete responses to the requirements in this section in the order presented, including but not limited to:

- A. Proposal Submission Checklist. This form must be signed and submitted with the proposal in order to be considered complete. Applicants should utilize this form in order to assist with proposal submissions. Submissions should be addressed to the name and address listed above.
  
- B. Application See *Exhibit B* – Applications must include supporting documentation for the items below, where applicable. All items on the application must be filled out to be considered responsive. Incomplete applications will not be considered.
  1. Project financing: documentation including the source and availability of funds/ financing is required;
  2. Rehabilitation/improvement specifications:
    - Detailed description of the repairs to be completed,
    - Estimated cost for each item
    - Name of contractor or person who will perform the work
  3. Site plan(s), elevations, renderings, layouts, etc. (*as applicable*);

### **III. EVALUATION CRITERIA AND PROCESS**

After the submission deadline, VPA staff shall evaluate all responsive proposals in accordance with the criteria set forth in Sections II and III. The buyer(s) who submits the highest evaluated proposal pursuant to the evaluation criteria shall be notified by the VPA staff.

Each submission will be evaluated using the following criteria:

**1. Type of transaction (*Deed or Option*):**

Q: Do you want to purchase the property? (*Owner Occupy, Rent or Resale*)

A: In this case you will be requesting a **deed**.

Q: Do you want to reserve the property for future use or development?

A: In this case you will be requesting an **option**.



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**2. Offer price:**

Q: Do I have to offer the full asking price?

A: No, you may offer below, matching or above the asking price. Please refer to the "RFP Scoring Criteria" for the point totals associated with your offer. Please note in the event of a tie offer price, along with individual factors, may be considered to select the winning bid.

**3. Financing:**

Q: Do I need to provide proof of available financing with my proposal?

A: Yes, in order for your proposal to be considered complete you must provide proof of funds (i.e. letter from banking institution, or line of credit documentation) or pre-qualifying letter from a lending institution.

Q: Does The Vacant & Public Property Administration provide funding (loans or grants) to rehab available properties?

A: No, the buyer is required to obtain their own source of funding. The Landbank does not provide funding for private rehab projects. However, Metro Government at its' discretion may sponsor projects and provide resources. For private funding sources please refer to Metro Housing & Community Development: (502) 574 - 5850, L-Home: (502) 452-6341, or the Louisville Affordable Housing Trust Fund: (502) 637-5372.

**4. End-use:**

Q Will this property to be your primary residence?

A: If yes, then you would be considered an owner- occupant.

Q: Will you purchase the property and rent it out to tenants long-term or short-term?

A: If yes, then you would be considered an investor and your end use would be for rental purposes.

Q: Will you purchase the property and resale?

A: If yes, then you would be considered a developer and your end use would be for resale purposes.

**5. Timeline for construction:**

Q: How soon will you start the project?

A: In this case you would provide the number of days/months you expect to begin the project after closing.

Q: How long will it take for you to complete the project?

A: In this case you would provide a detailed timeline including the number of days/months expected to complete the project once started.

**6. Construction budget:**

Q: Do I need to provide a list of repairs I intend to do to the property?

A: Yes, the buyer should submit a detailed breakdown of all repairs and all costs associated with repairs or replacement. Please note: budgets submitted below 25% of the building inspector estimate will not be considered.

Q: Do I have to use licensed contractors or can I do the work myself?

A: Buyers are strongly urged to use licensed contractors for any work that requires a licensed contractor to pull a permit.



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***Please refer to Construction Review for all permitting questions or concerns, i.e. electrical, plumbing HVAC.***

Q: What if I can perform most of the work myself, how do I reflect that in the budget?

A: Buyers should provide a cost for materials and labor. If the buyer is performing the work, an estimate for the cost of labor should be provided and noted that the work will be completed by the buyer.

**7. Past-due taxes/IPL liens/fines:**

Q: Does having past due taxes, liens or fines make me ineligible?

A: Buyers must be in good standing with Metro Government. Any outstanding liens, open maintenance cases or past due property taxes on properties owned by the buyer within Jefferson County, will disqualify the buyer's application.

Upon the selection of a proposal, the VPA staff will seek a Resolution from the Authorizing Body to approve the sale. The Authorizing Body may require additional conditions or requirements prior to conveyance of property. The VPA staff will convey the property or properties to the selected buyer(s) once all requirements have been met.

**IV. GENERAL CONDITIONS, TERMS AND LIMITATIONS**

The issuance of this RFP and the submission of a proposal by a buyer, or the acceptance of such proposal by the VPA do not obligate Metro Government in any manner. The VPA reserves the right (i) to amend, modify or withdraw this RFP at its sole discretion, (ii) to revise any requirements of this RFP, (iii) to require supplemental statements or information from any buyer, (iv) to extend the deadline for submission of proposals, (v) to negotiate or hold discussions with any buyer and waive defects and allow corrections of deficient proposals and (vi) to reject all proposals and cancel this RFP, in whole or in part, if the VPA deems it in its best interest to do so. The VPA may exercise these rights at any time without notice and without incurring liability to any buyer(s).

Any costs incurred by the buyer(s) regarding this RFP shall be done at the sole risk of the buyer(s).

Neither Metro Government, the Louisville and Jefferson County Land Bank Authority Inc., nor the Urban Renewal and Community Development Agency of Louisville assumes any liability for any pre-contractual activity and/or costs incurred by the buyer(s) in response to this RFP and reserve all their rights in law and equity with respect to this RFP.

The VPA staff reserves the right to contact buyers with requests for clarification or additional information, or to arrange other follow-up activities as the staff deems appropriate.

The VPA makes no warranties as to the accuracy of any information contained herein and assumes no responsibility for errors and omissions. All submissions to this RFP and the information contained within are the property of the VPA and can be used at the discretion of the Office or Metro Government. However, Metro Government limits access to sensitive personal information (including, but not limited to, social security numbers, account numbers and credit card numbers) to authorized personnel only. All authorized personnel are kept current on security and privacy practices.



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## V. EXHIBITS & INFORMATION

- Exhibit A: Scoring Criteria
- Exhibit B: Sample Waiver Form **(Required for Open House Inspection)**
- Exhibit C: Property Summaries:
- 457 S 41<sup>st</sup> Street
  - 2122 W Madison Street
  - 3117 W Jefferson Street
  - 2609 Hale Ave
  - 2219 Congress Street
  - 2928 Virginia Avenue
  - 726 Sutcliffe Avenue
- Exhibit D: Submission Checklist
- Exhibit E: Application Form to Purchase Property
- Exhibit F: Definitions
- Exhibit G: Sample Supporting Documents



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## RFP Scoring Criteria

*The Vacant & Public Property Administration has developed a 100 point scoring system based on the following evaluation criteria:*

Note: In order to pass staff review, any offer received must have a minimum of 50 points.

*In the event of a tie, at staff discretion, several factors may be considered to select the winning bid.*

TRANSACTION TYPE (MAX 15 POINTS)	END USE (MAX 25 POINTS)
Deed = 15 Option to purchase = 5	Owner / Occupy = 25 Sell = 15 Rent = 5
OFFER PRICE (MAX 15 POINTS)	COMPLETION TIME – FRAME (MAX 15 POINTS)
Above = 15 Asking = 10 Below = 5	0-6 months = 15 7-12 months = 10 13 + months = 5
FINANCING (MAX 15 POINTS)	CONSTRUCTION BUDGET (MAX 15 POINTS)
Cash = 15 Loan = 5	Budgets below 25% of the building inspector estimate will not be considered \$31+ = 15 \$16 - \$30 = 10 \$0 - \$15 = 5

*The Louisville Jefferson County Land Bank Authority obtains the right to approve or deny any proposal submitted.*

**LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT  
LOUISVILLE AND JEFFERSON COUNTY LANDBANK AUTHORITY, INC.  
URBAN RENEWAL AND COMMUNITY DEVELOPMENT AGENCY OF LOUISVILLE**

**RELEASE, WAIVER  
AND INDEMNIFICATION AGREEMENT**

**RELEASE, WAIVER AND INDEMNIFICATION:** In consideration of Louisville/Jefferson County Metro Government, and/or the Louisville and Jefferson County Landbank Authority, Inc. and/or the Urban Renewal and Community Development Agency of Louisville allowing me to enter the property known as \_\_\_\_\_ to make a visual inspection of the condition of the property, I hereby waive and release Louisville/Jefferson County Metro Government, and/or the Louisville and Jefferson County Landbank Authority, Inc., and/or the Urban Renewal and Community Development Agency of Louisville its officers, agents and employees, from any and all claims or causes of actions for injury, damage or loss to my person or my property during my entry upon the property. I further hereby agree to indemnify, hold harmless and defend Louisville/Jefferson County Metro Government, and or the Louisville and Jefferson County Landbank Authority, Inc., and/or the Urban Renewal and Community Development Agency of Louisville its officers, agents and employees, from any and all losses, claims, or causes of action for injury, damage or loss in any way relating to or arising from any incidence occurring during my entry upon the property. This Waiver and Release is intended to be an express waiver of and release from any and all claims against Louisville/Jefferson County Metro Government, and/or the Louisville and Jefferson County Landbank Authority, Inc., and/or the Urban Renewal and Community Development Agency of Louisville its officers, agents and employees, arising from my entry upon the property, including all claims or causes of action based upon the alleged negligence or gross negligence of Louisville/Jefferson County Metro Government, and/or the Louisville and Jefferson County Landbank Authority, Inc., and/or the Urban Renewal and Community Development Agency of Louisville its agents, officers and employees.

I expressly agree that this, Release, Waiver and Indemnification Agreement shall be interpreted as releasing Louisville/Jefferson County Metro Government, and/or the Louisville and Jefferson County Landbank Authority, Inc., and/or the Urban Renewal and Community Development Agency of Louisville its officers, agents and employees, from all liability and claims to the fullest extent allowed by Kentucky law.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

Witness: \_\_\_\_\_ / \_\_\_\_\_  
(Printed name) (Signature)

Date \_\_\_\_\_



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**PROPERTY SUMMARY FOR: 457 S 41<sup>st</sup> Street**

**Open House Dates & Times:**

May 22, 2016 between 12:00pm – 1:00pm

May 24, 2016 between 12:00pm – 1:00pm

- Minimum Asking Price: \$5,000
- Neighborhood: Shawnee
- Zip Code: 40212
- Council District: 5
- PVA Square Footage: 720



Front View



Porch



Interior



Interior



Kitchen



Bathroom



Interior



Basement



Garage



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**Property Inspection Summary**

**Address: 457 S 41<sup>st</sup> ST**

<b>Date: 5/11/2016</b>	<b>Total Rooms: 4</b>	<b>Total BR: 2</b>	<b>Total BA: 1</b>
<b>Exterior: Vinyl Siding/Brick</b>	<b>Total Sq. Footage: 720</b>	<b>Year Built: 1925</b>	

**Observed deficiencies were noted on the following items. Further evaluation is recommended.**

<b>Item/Description</b>	<b>Repair/Replace</b>	<b>Comments:</b>
Electrical:	Repair	Install new panel
Plumbing:	Replace	
Furnace/Duct Work:	Replace	
A/C Unit:	Replace	
Interior Paint/Finishes:	Repair	
Kitchen Cabinets:	Replace	
Appliances:	Replace	
Bathroom:	Repair/Replace	
Flooring:	Replace	
Windows:	Repair	
Garage:	Replace	Replace garage doors

**Building Inspector Repair Estimate: \$20,450**

**Comments:**

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**PROPERTY SUMMARY FOR: 2122 W Madison Street**

**Open House Dates & Times:**

May 22, 2016 between 4:30pm – 5:30pm

May 25, 2016 between 12:00pm – 1:00pm

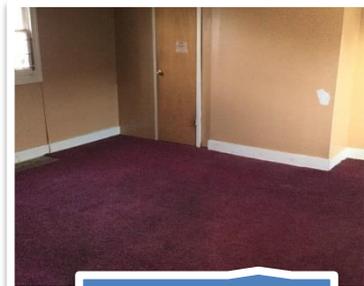
- Minimum Asking Price: \$5,000
- Neighborhood: Russell
- Zip Code: 40211
- Council District: 4
- PVA Square Footage: 1,386 sq ft



Front View



Interior



Interior



Bathroom



Kitchen



Kitchen



Interior



Interior



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Property Inspection Summary			
Address: 2122 W Madison Street			
Date: 5/11/2016	Total Rooms: 6	Total BR: 3	Total BA: 1
Exterior: Vinyl Siding	Total Sq. Footage: 1386	Year Built: 1910	
<b>Observed deficiencies were noted on the following items. Further evaluation is recommended.</b>			
Item/Description	Repair/Replace	Comments:	
Electrical:	Repair	Install new panel	
Plumbing:	Repair		
Furnace/Duct Work:	Replace		
A/C Unit:	Replace		
Interior Paint/Finishes:	Repair		
Kitchen Cabinets:	Replace		
Appliances:	Replace		
Bathroom:	Repair/Replace		
Flooring:	Replace		
Windows:	Repair		
Garage:	Replace	Replace garage door & paint wood	
Guttering/Downspouts/Siding:	Replace		
Structural:	Repair	Remove 2 <sup>nd</sup> floor deck, close-off 2 <sup>nd</sup> floor doorway & install window, and reframe around 1 <sup>st</sup> floor rear door.	
<b>Building Inspector Repair Estimate: \$ 22,350</b>			
<b><u>Comments:</u></b>			

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**PROPERTY SUMMARY FOR: 3117 W Jefferson St**

**Open House Dates & Times:**

May 22, 2016 between 1:30pm – 2:30pm

May 26, 2016 between 1:00pm – 2:00pm

- Minimum Asking Price: \$2,500
- Neighborhood: Russell
- Zip Code: 40212
- Council District: 5
- PVA Square Footage: 720sq ft



Front View



Exterior



Exterior



Interior



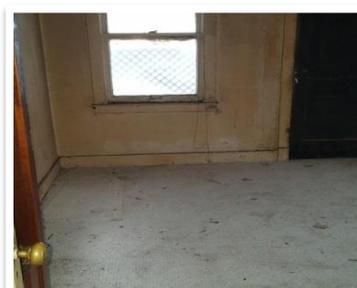
Interior Bathroom



Interior



Interior Kitchen



Interior Room



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**Property Inspection Summary**  
**Address: 3117 W. Jefferson Street**

<b>Date: 5/11/2016</b>	<b>Total Rooms: 4</b>	<b>Total BR: 2</b>	<b>Total BA: 1</b>
<b>Exterior: Wood</b>	<b>Total Sq. Footage: 720</b>	<b>Year Built: 1920</b>	

**Observed deficiencies were noted on the following items. Further evaluation is recommended.**

<b>Item/Description</b>	<b>Repair/Replace</b>	<b>Comments:</b>
Electrical:	Repair	
Plumbing:	Repair	
Water Heater:	Replace	
Furnace/Duct Work:	Replace	
A/C Unit:	Replace	
Windows:	Replace	
Guttering:	Repair	
Roof:	Repair	
Foundation/Structural:	Repair	Subfloor in kitchen

**Building Inspector Repair Estimate: \$21,400**

**Additional Comments:**

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**PROPERTY SUMMARY FOR: 2609 Hale Ave**

**Open House Dates & Times:**

May 29, 2016 between 4:00pm – 5:00pm

June 3, 2016 between 12:00pm – 1:00pm

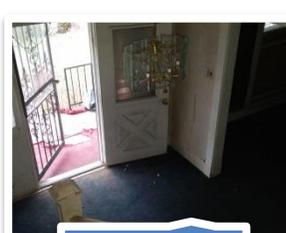
- Minimum Asking Price: \$2,500
- Neighborhood: Parkland
- Zip Code: 40211
- Council District: 1
- PVA Square Footage: 1,612



Front View



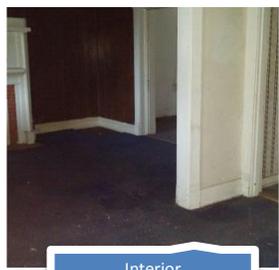
Interior



Interior



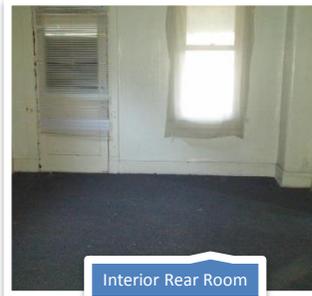
Interior



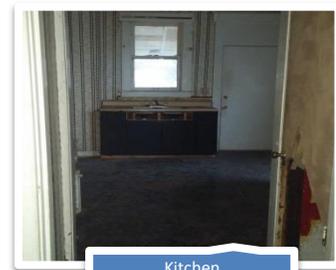
Interior



Interior



Interior Rear Room



Kitchen



Bathroom



Bathroom



Interior



Interior



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**Property Inspection Summary**  
**Address: 2609 Hale Ave**

<b>Date: 5/11/2016</b>	<b>Total Rooms: 6</b>	<b>Total BR: 3</b>	<b>Total BA: 1</b>
<b>Exterior: Vinyl</b>	<b>Total Sq. Footage: 1612</b>	<b>Year Built: 1915</b>	

**Observed deficiencies were noted on the following items. Further evaluation is recommended.**

<b>Item/Description</b>	<b>Repair/Replace</b>	<b>Comments:</b>
Electrical:	Repair	
Plumbing:	Repair	
Water Heater:	Replace	
Furnace/Duct Work:	Replace	
A/C Unit:	Replace	
Interior Walls/Ceilings:	Repair	
Flooring:	Replace	
Windows:	Replace	
Guttering/Overhang	Replace	
Foundation/Structural:	Repair	Center beam damaged
Chimney:	Repair	Tuck-point

**Building Inspector Repair Estimate: \$35,600**

**Additional Comments:**

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**PROPERTY SUMMARY FOR: 2219 CONGRESS STREET**

**Open House Dates & Times:**

May 22, 2016 between 3:00pm – 4:00pm

May 31, 2016 between 12:00pm – 1:00pm

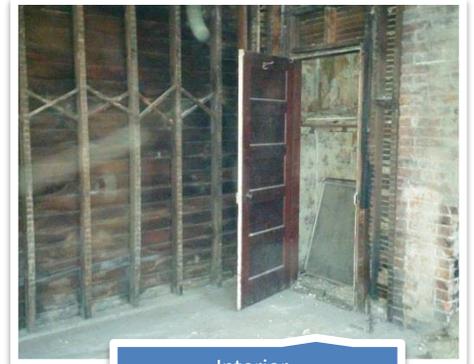
- Minimum Asking Price: \$1,000 **or best offer**
- Neighborhood: Russell
- Zip Code: 40212
- Council District: 4
- PVA Square Footage: 763 sq ft.



Front View



Interior



Interior



Interior



Interior



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**Property Inspection Summary**  
**Address: 2219 Congress Street**

<b>Date: 5/11/2016</b>	<b>Total Rooms: 3</b>	<b>Total BR: 1</b>	<b>Total BA: 0</b>
<b>Exterior: Vinyl</b>	<b>Total Sq. Footage: 763</b>	<b>Year Built: 1900</b>	

**Observed deficiencies were noted on the following items. Further evaluation is recommended.**

<b>Item/Description</b>	<b>Repair/Replace</b>	<b>Comments:</b>
Electrical:	Replace	
Plumbing:	Replace	
Water Heater:	Replace	
Furnace/Duct Work:	Replace	
A/C Unit:	Replace	
Bathroom 1:	Replace	
Interior Walls/Ceilings:	Replace	
Flooring:	Replace	
Windows:	Replace/Repair	
Exterior Doors:	Replace	
Guttering:	Repair	
Foundation/Structural:	Repair	Subfloor/structural repair needed in rear

**Building Inspector Repair Estimate: \$23,700**

**Additional Comments:**

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**PROPERTY SUMMARY FOR: 2928 VIRGINIA AVE**

**Open House Dates & Times:**

May 29, 2016 between 2:30pm – 3:30pm

June 2, 2016 between 12:00pm – 1:00pm

- Minimum Asking Price: \$2,500
- Neighborhood: Parkland
- Zip Code: 40211
- Council District: 1
- PVA Square Footage: 2,123 sq ft



Front View



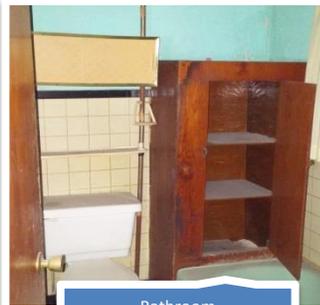
Interior



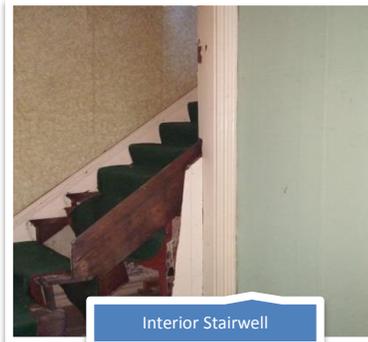
Interior



Kitchen



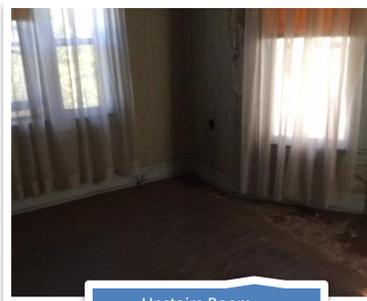
Bathroom



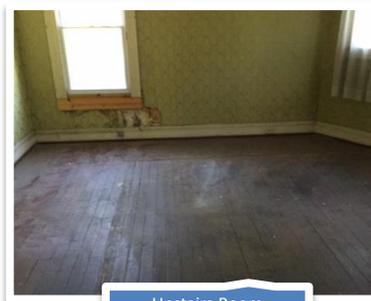
Interior Stairwell



Upstairs Kitchen



Upstairs Room



Upstairs Room



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**Property Inspection Summary**  
**Address: 2928 Virginia Ave-DUPLEX**

<b>Date: 5/11/2016</b>	<b>Total Rooms: 7</b>	<b>Total BR: 4</b>	<b>Total BA: 2</b>
<b>Exterior: Aluminum</b>	<b>Total Sq. Footage: 2123</b>	<b>Year Built: 1905</b>	

**Observed deficiencies were noted on the following items. Further evaluation is recommended.**

<b>Item/Description</b>	<b>Repair/Replace</b>	<b>Comments:</b>
Electrical:	Repair	
Plumbing:	Repair	
Furnace/Duct Work:	Repair	
A/C Unit:	Replace	
Interior Walls/Ceilings:	Repair	
Stairs/Railings:	Repair	
Windows:	Repair	
Exterior Doors:	Repair	
Guttering:	Repair /Replace	
Deck/Porches:	Repair	
Siding/Brick:	Repair/Replace	
Garage:	Repair	
Health & Safety:	Repair	Firewall (drywall) between 2-units
<b>Building Inspector Repair Estimate: \$47,400</b>		

**Comments:**

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**PROPERTY SUMMARY FOR: 726 Sutcliffe Ave**

**Open House Dates & Times:**

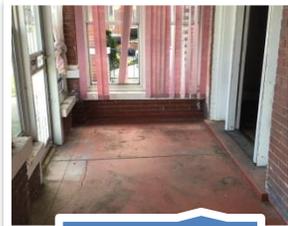
May 29, 2016 between 1:00pm – 2:00pm

June 1, 2016 between 12:00pm – 1:00pm

- Minimum Asking Price: \$2,500
- Neighborhood: Chickasaw
- Zip Code: 40211
- Council District: 5
- PVA Square Footage: 1,257 sq ft



Front



Interior



Interior



Hallway



Bathroom



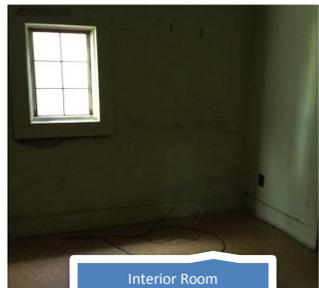
Hallway



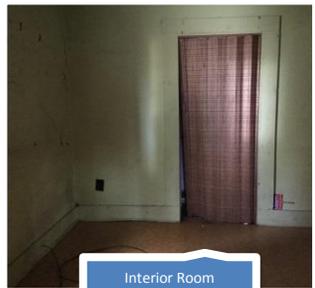
Kitchen



Kitchen



Interior Room



Interior Room



Rear Interior Room



Rear Interior Room



OFFICE OF  
**VACANT &  
 PUBLIC PROPERTY  
 ADMINISTRATION**

A Division of Develop Louisville

**Property Inspection Summary**  
**Address: 726 Sutcliffe Ave**

<b>Date: 5/11/2016</b>	<b>Total Rooms: 6</b>	<b>Total BR: 3</b>	<b>Total BA: 1</b>
<b>Exterior: Brick</b>	<b>Total Sq. Footage: 1257</b>	<b>Year Built: 1920</b>	

**Observed deficiencies were noted on the following items. Further evaluation is recommended.**

<b>Item/Description</b>	<b>Repair/Replace</b>	<b>Comments:</b>
Electrical:	Repair	
Plumbing:	Repair	
Furnace/Duct Work:	Repair	
A/C Unit:	Repair	
Interior Walls/Ceilings:	Repair	
Flooring:	Repair/Replace	
Stairs/Railings:	Replace	Install basement stairs
Windows:	Repair/Replace	
Exterior Doors:	Replace	
Guttering:	Repair	Repair guttering & soffits
Siding/Brick:	Repair	Tuck-point

**Building Inspector Repair Estimate: \$26,450**

**Comments:**

*Disclaimer: This document is intended for use by Louisville Metro only. The accuracy of information listed on this form is not guaranteed and should be verified by the prospective buyer.*



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**PROPOSAL SUBMISSION CHECKLIST**

Utilize this form to assist with complete proposal submissions

- Application to Purchase Property-** *Form completed & signed by applicant. Provide additional documentation, if applicable, to show previous rehab experience and information regarding your organization or background.*
  
- Estimated Project Budget-** *Detailed breakdown of repairs provided by applicant (refer to sample budget). Please note that budgets submitted below 25% of building inspector estimate will not be considered.*
  
- Verification of Funds Letter-** *Document provided by applicant showing they have the funds available for the purchase & renovation of the property (refer to sample funds letter).*
  
- Floorplans/Renderings-** *Drawings provided by applicant if substantial changes are proposed to the layout of the existing structure (refer to sample floorplans/renderings if applicable).*
  
- Corporate Resolution / Operating Agreement –** *Provide documentation indicating authorized signatory (if applicable).*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This form and the above listed items must be included with the proposal in order to be considered complete. All submissions must be complete to be considered for this RFP.

**APPLICATION TO PURCHASE HOUSE/ BUILDING**

FROM LOUISVILLE METRO GOVERNMENT, THE URBAN RENEWAL COMMISSION,  
OR THE LOUISVILLE/JEFFERSON COUNTY LANDBANK AUTHORITY

To purchase a property from the Metro property sales inventory AS IS, complete this form and return it to the Vacant & Public Property Administration. Please use a separate application for each property you wish to purchase.

**CONTACT INFORMATION**

I am filling out this application as a(n):  Individual  Corporation or other entity

Name of applicant: \_\_\_\_\_ Marital Status for deed: \_\_\_\_\_  
*(individual applicants only)*

Name of corporation or other entity: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PROPERTY INFORMATION**

Address: \_\_\_\_\_ Financing (*Check One*):  Cash or  Loan

Offer Price: \_\_\_\_\_ (Please refer to RFP for Minimum Asking Price)

Has applicant previously had ownership interest in the requested property?  Yes  No

Has applicant previously purchased property from the Metro property sales inventory?  Yes  No

Are you currently employed by Louisville Metro Government?  Yes  No

**END USE (*Check one*)**

**TRANSACTION TYPE (*Check One*)**

Owner / Occupy  Sell  Rent

Deed  Option to Purchase

Projected Start Date \_\_\_\_\_ Estimated Completion Timeframe \_\_\_\_\_

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**  
**(Please provide further documentation if additional space is needed)**

Name of contractor(s) or person(s) who will perform the work: \_\_\_\_\_

Please list any prior renovation projects or relative work experience: \_\_\_\_\_

Please provide a brief description of your organization (if applicable): \_\_\_\_\_

# APPLICATION TO PURCHASE HOUSE / BUILDING

FROM LOUISVILLE METRO GOVERNMENT, THE URBAN RENEWAL COMMISSION,  
OR THE LOUISVILLE/JEFFERSON COUNTY LANDBANK AUTHORITY

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I, \_\_\_\_\_ accept all terms and conditions of the RFP and certify the following:  
[Print Name]

Please initial the following:

1. \_\_\_\_\_ No delinquent taxes or fines are owed to Louisville Metro Government.
  2. \_\_\_\_\_ All properties owned do not have any open property maintenance cases with the Department of Codes & Regulations (IPL).
  3. \_\_\_\_\_ All business entities are active and in good standing with the Secretary of State.
  4. \_\_\_\_\_ All respondents are in good standing with the Revenue Commission.
- 
- 

You will be given a special warranty deed with purchase. Certain conditions may apply to guarantee that the proposed improvements/ renovations are completed. If desired, title insurance is the responsibility of the purchaser. All property is sold AS IS.

To the best of my knowledge, the information provided in this application is true. I do not own other property that has delinquent taxes, unpaid special assessments, or unremediated code violations and I am not delinquent in other taxes. I understand that staff will review this request and confirm that it is in compliance with existing Policies & Procedures, as well as existing neighborhood plans. I also understand that this form is a statement of interest only. Receiving it does not commit Metro Government, the Landbank Authority or the Urban Renewal Commission to transfer property.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**For Agents & Brokers If Applicable:**

Real Estate Agent / Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

KY Real Estate License Number: \_\_\_\_\_ Email: \_\_\_\_\_

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Please submit this application, with the required materials, to the Office of Vacant & Public Property Administration, 444 South 5<sup>th</sup> St, Suite 500, Louisville, KY 40202. T: (502) 574-4016 | E: [vapstat@louisvilleky.gov](mailto:vapstat@louisvilleky.gov)



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**Definitions:**

**Authorizing Body-** the authorizing body is a group of appointed board members (Louisville Metro Government, Landbank Authority or Urban Renewal and Community Development Agency of Louisville), given the authority to make decisions regarding property within their control.

**Corporate Resolution-** is a corporate action, sometimes in the form of a written document that will be voted on or has been voted on at a meeting of the board of directors for a corporation signed by the appropriate officers of the organization

**Operating Agreement-** is an agreement among limited liability company ("LLC") Members governing the LLC's business, and Member's financial and managerial rights and duties. Many states in the United States require an LLC to have an Operating Agreement.

**RFP( Request for Proposal)-** is a solicitation made often through a bidding process, by an agency or company interested in procurement of a commodity, service or valuable asset, to potential suppliers to submit business proposals.

**Title-** ownership of real property or personal property, which stands against the right of anyone else to claim the property. In real property title is evidenced by a deed (or judgment of distribution from an estate) or other appropriate document recorded in the public records of the county. Title to personal property is generally shown by possession, particularly when no proof or strong evidence exists showing that the property is belongs to another, or that it has been stolen or known to be lost by another.

**Title Commitment-** (or whatever name yours goes by) is basically the title company's promise to issue a title insurance policy for the property after closing. The title commitment contains the same terms, conditions, and exclusions that will be in the actual insurance policy.

**Title Insurance-** is a form of indemnity insurance predominantly found in the United States which insures against financial loss from defects in title to real property and from the invalidity or unenforceability of mortgage loans.

**Deed of Consolidation** - is a legal document that combines two or more identical, contiguous lots owned by the same individual(s) into one larger parcel.

# SAMPLE BUDGET

	<u>WORK ITEM DESCRIPTION</u>	<u>ESTIMATED COST</u>
<b>Site</b>	Demo / new Landscape	\$500.00
	Fix Driveway in back yard	\$1,000.00
	Permit	\$200.00
	Dumpster - Two	\$500.00
<b>Demolition</b>	Demo Concert (steps) in Porch area	\$500.00
	Demo Shed in back yard	\$200.00
	Demo Bathroom	\$200.00
	Demo drywall	\$500.00
	Demo A/C Furnace and patch floor L/M	\$700.00
	Demo 2nd Floor	\$500.00
<b>Framing</b>	Frame new walls L/M	\$1,000.00
	Hang Cabinets	\$400.00
	Rear porch Labor/Materials	\$1,200.00
<b>Roofing</b>	5" Gutter / DS L/M	\$650.00
<b>Vinyl Siding</b>	Labor / Materials Windows	\$1,000.00
<b>Drywall</b>	Drywall Materials / Labor	\$1,700.00
	2nd Floor Drywall Materials / Labor	\$400.00
<b>Finishes</b>	Painting WALLS L/M	\$1,600.00
	Painting Ceiling L/M	\$1,050.00
	Cabinet Island / hood Allowance	\$2,000.00
	Sand Floor 450 sq. ft. x \$2.00	\$900.00
	Trim Carpenter Labor/Material	\$1,500.00
	Carpet 60yds.	\$1,500.00
	Tile Floor 120sq. Ft. x \$8.00 L/M	\$960.00
	Appliances	\$1,500.00
	Laundry Floor 50 sq. ft. x \$6.00	\$300.00
<b>HVAC</b>	Labor / Materials	\$4,000.00
<b>Plumbing</b>	L/M Fixture	\$2,000.00
<b>Electrical</b>	Labor / Materials	\$2,000.00
	<b>ESTIMATED COST OF HOME</b>	<b>\$30,460.00</b>
	<b><u>TOTAL ESTIMATED COST OF HOME</u></b>	<b><u>\$30,460.00</u></b>



# SAMPLE PROOF OF FUNDS

August 1, 2014

To whom it may concern:

I would to confirm that [REDACTED] has an active savings account with an available balance of [REDACTED]k here at Fifth Third Bank. If you have any further questions, please feel free to give me a call anytime.

*Thank you!*

[REDACTED]

Fifth Third Bank

Retail Trusted Advisor

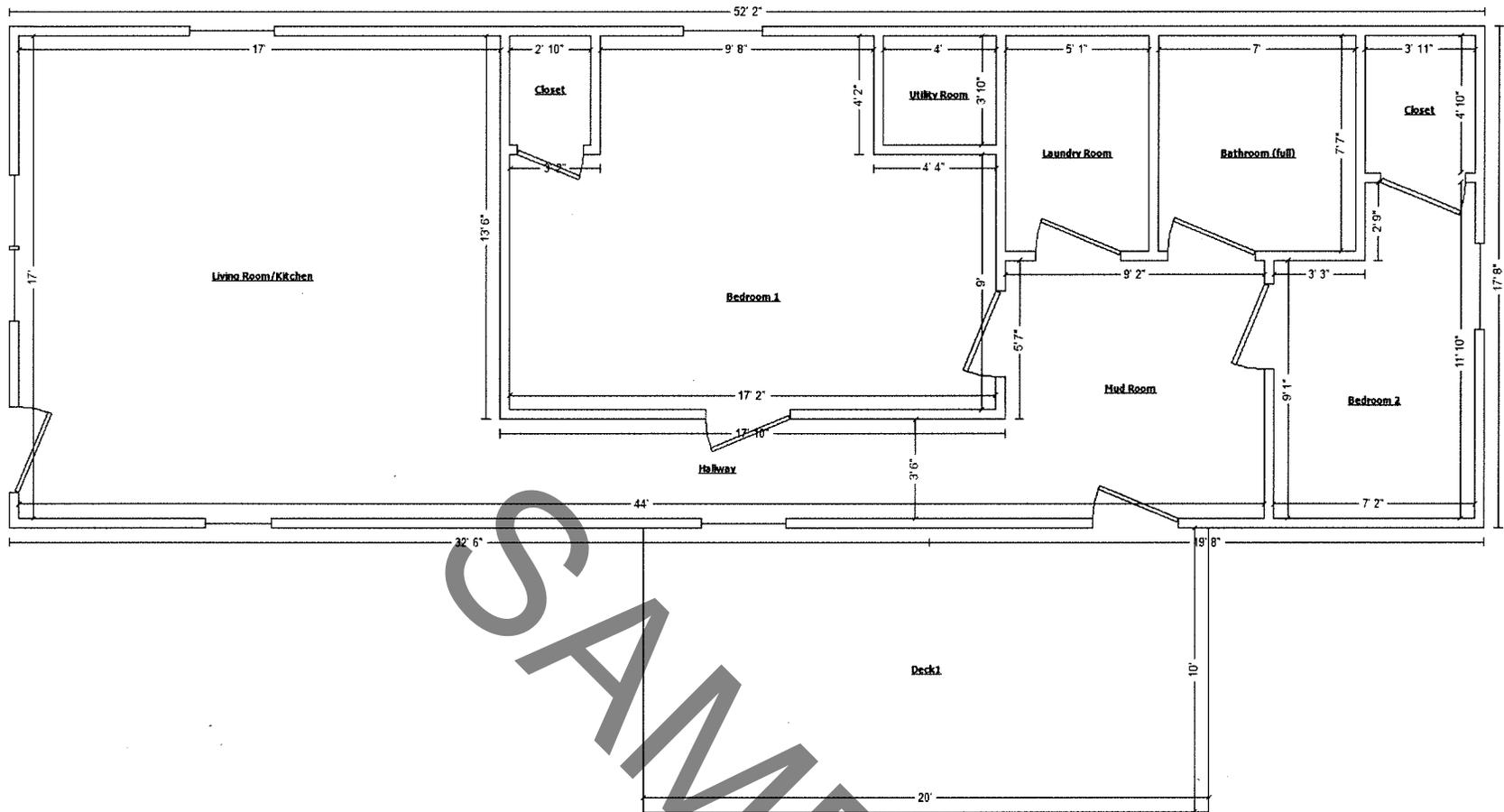
[REDACTED]

Louisville Kentucky

[REDACTED]

SAMPLE

# SAMPLE PLANS / SCHEMATICS

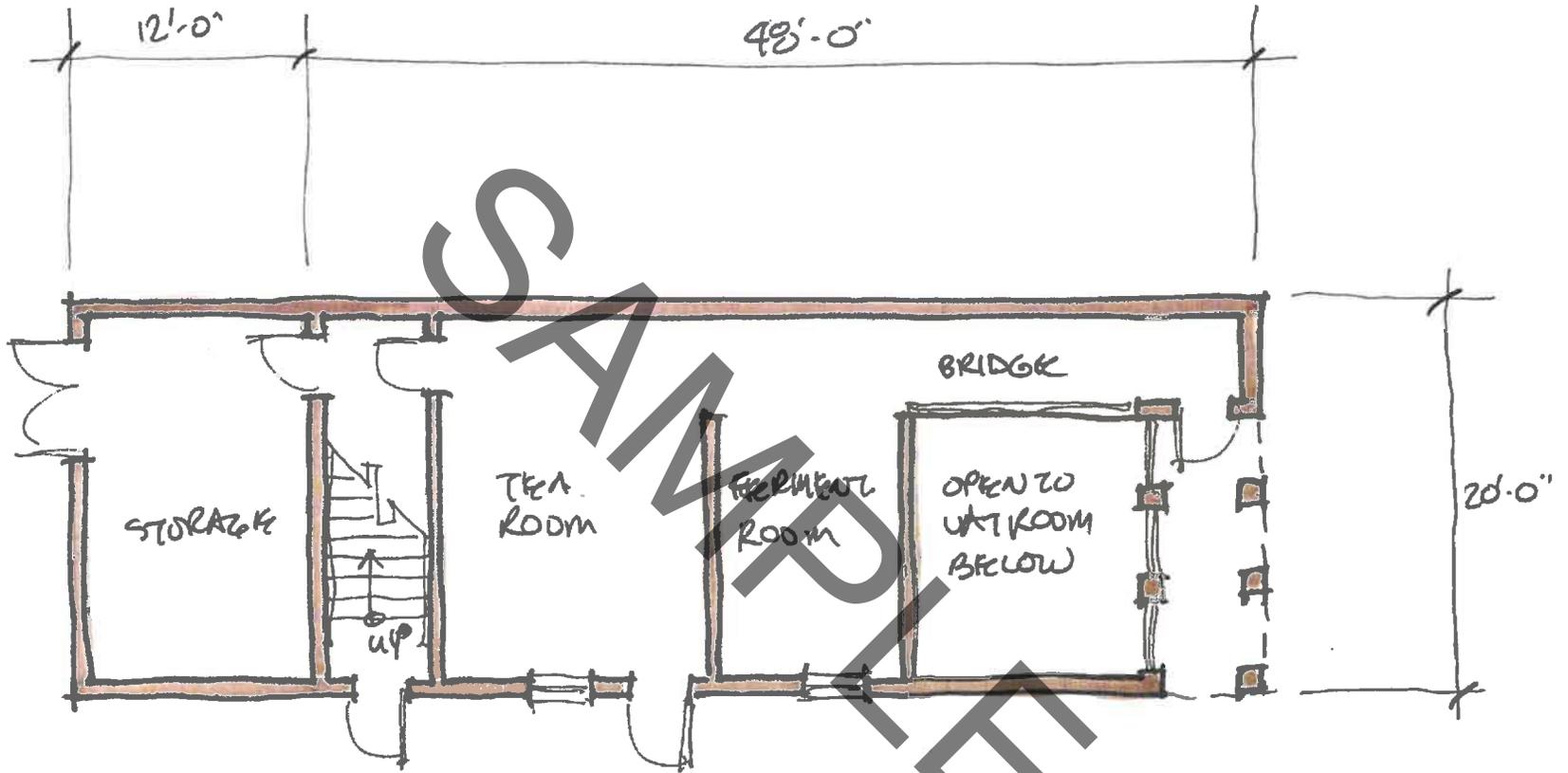


SAMPLE



Main Level

# SAMPLE PLANS / SCHEMATICS



LEVEL ONE PLAN