

## **Sale of 657A Property Policy**

### **Process for identifying eligible housing for rehabilitation:**

1. Housing eligible for rehabilitation will be identified based on an inspection from the inspection team.
  - Building Maintenance Administrator (And or Designee)
  - Fire Marshall (And or Designee)
  - Director of Community Development (And or Designee)
  - Community Planning and Zoning Staff
2. If property is deemed sound enough for rehabilitation, then check list of requirements for rehab will be created.
3. The planning and Zoning Department will then prepare development proposal and bid packet. Bid packet will contain a development agreement that must be signed for bid to be considered as well as a \$1,000 earnest down payment.
4. Once Bid Packet is complete, property will be advertised for sale by way of for sale sign in yard and published in the legal section of the Waterloo Courier.
5. Once all bids are submitted on or before the deadline, the Review Committee will meet and rank all bids using the "Bid-ranking Sheet".
  - Building and Grounds Chair
  - Council Representative
  - Planner II-Planning and Zoning Department
  - Planning, Zoning and Development Director
  - Community Development Director
  - Contract Compliance
  - City Attorney
  - Code Enforcement Representative
  - Manager of Rehabilitation Services
6. All bids will then be submitted to the Building and Grounds Committee for review with a recommendation from the Review Committee.
7. The Building and Grounds Committee will review and make recommendation the City Council.
8. The City Council will set date of hearing of city owned property and publish an official notice pertinent to the requested sale.
9. Hearing of sale of property will be heard a minimum of two weeks later as required by State Law.
10. Property will be transferred to successful bidder by "Quit Claim" Deed following council approval.
11. An inspection will occur at six (6) and twelve (12) months or as needed per type of work needed to ensure the rehabilitation is occurring per the signed development.