



# HERKIMER COUNTY LAND BANK

*"Revitalizing Herkimer County One Property at a Time"*

109 Mary Street, Suite 1310, Herkimer, New York 13350

Phone: 315-867-1650

Email: [hclb@herkimercountyny.gov](mailto:hclb@herkimercountyny.gov)

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## **Herkimer County Land Bank Property for Purchase and Redevelopment Application and Bid Form**

**The Herkimer County Land Bank Corporation (Land Bank) is seeking responses from qualified contractors/developers for the purchase and redevelopment of:**

**230 N. Washington Street, Herkimer New York 13350 – Tax Parcel # 113.81-3-4**

**\* Note: If it is the intent of the bidder to do a demolition, this application and bid form are still required to be completed and submitted.**

Properties will be sold to qualified purchasers who agree to invest in and be solely responsible for the redevelopment of the property. All structures are sold in as-is condition. Eligible purchasers will be approved by the Land Bank based on the strength of their qualifications. A purchaser must demonstrate:

- access to sufficient capital to fund the purchase and simultaneous repair of the property, along with associated holding or any demolition costs.
- applicant must not own any other property in Herkimer County with uncorrected code violations, unpaid tickets or fines at the time of application submission, otherwise you will not be approved to bid.
- applicant or any member of applicant's team or immediate family must not have lost any property to Herkimer County via an In-Rem Tax Foreclosure within the past five years or had a purchase contract cancelled for non-performance within the past three years.
- ❖ The applicant should also include the following information:
  - Demonstrate the presence of local management for the construction period, including demolitions.
  - Proven ability to carry out the project proposal within a twelve-month time frame. Applicants must correct all code violations and bring the home into code compliance within twelve months. If the project is a demolition, all demolition must be completed including back fill and seeded within the same 12-month timeframe.
  - Ability to successfully sell, manage or rent the completed homes.

Herkimer County Land Bank Board of Directors  
James W. Wallace, Chairman  
Peter J. Campione, Vice Chairman  
Kimberlee Enea, Treasurer  
Cynthia Bennett, Director

Raymond Donley, Director  
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If the applicant owns other real estate in Herkimer County, the property taxes, including all tax liens sold to a third party levied against each property must be paid in full for all prior and current tax years. Applicants will be disqualified if they have lost property through foreclosure by Herkimer County within the past 5 years. In order to qualify, investors should demonstrate that they have the experience and financial ability to complete the project within a twelve-month period. Applicants must provide evidence that they have access to sufficient capital to cover the acquisition, rehabilitation/demolition and holding costs. Once purchaser application submissions have been reviewed, candidates will be notified in writing as to whether or not they have been approved. Showings will be arranged as requested. Purchase offers will be accepted and reviewed only after the purchaser (bidder) has visited (on site) the property. Successful bidders must take title to the property in a timely manner (within 60 days). Title shall be transferred by a deed, with reverter language in the form of a Development Enforcement Mortgage Agreement, obligating the purchaser to correct all building code violations and obtain a Certificate of Occupancy for each of the properties purchased or completed the demolition within twelve months from the date of deed recording. Where warranted, a "one time" extension may be granted for up to an additional six months, which request must be in writing, and then approved by the Land Bank's Executive Director in writing and signed by both parties. The extension request is not guaranteed.

**If you are interested in submitting a bid for this property, you must complete and submit the Purchaser Application and Bid Form below. All submissions must be returned in a sealed envelope to the address below:**

**Herkimer County Land Bank**

**109 Mary Street, Suite 1310**

**Herkimer, New York 13350**

**Applications and Bid Forms will be accepted until;**

**Friday May 22, 2026 at 10:00AM**

Inquiries or questions may be directed to; [hclb@herkimercountyny.gov](mailto:hclb@herkimercountyny.gov) or to call the land bank office at (315) 867-1650.

NOTE: Once submitted, any and all documents become the property of the Herkimer County Land Bank Corporation

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## Purchase Application

**PLEASE ANSWER ALL QUESTIONS COMPLETELY. USE ADDITIONAL SPACE ON BACK IF NECESSARY. IF PURCHASING AS A CORPORATION, LLC, JOINT VENTURE, PARTNERSHIP, TRUST OR JOINT OWNER, THESE QUESTIONS EXTEND TO ALL MEMBERS OF PURCHASING ENTITY. IF A QUESTION DOES NOT APPLY PUT N/A.**

1. FULL NAME: \_\_\_\_\_  
(Individual, Partnership, Corporate or Assumed)

2. BUSINESS NAME: \_\_\_\_\_

3. BUSINESS/HOME ADDRESS: \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_

4. PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

5. E-MAIL ADDRESS: \_\_\_\_\_

6. The applicant is a/an: \_\_\_\_\_  
(Individual/Joint Owner/Partnership/Joint Venture/LLC/Corporation/Trust etc.)

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A. If applicant is a: Joint Owner, Partnership, LLC or Corporation - state name(s) and address(es) of all owner(s), partners, members with title, any corporate officers and titles and with what State and any joint ventures:

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(a) A copy of the joint venture agreement is on file at: \_\_\_\_\_ and will be delivered upon request to the Land Bank.

7. Are you purchasing as a tax-exempt organization? \_\_\_\_\_ If Yes, Organization name and tax-exempt title:

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8. Address of all real property owned in Herkimer County (use additional sheet if required):

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9. Are all property listed current and up to date on property taxes: YES \_\_\_\_\_ NO \_\_\_\_\_

10. List any liens (excluding mortgage) against your properties: \_\_\_\_\_

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11. Address of all real property purchased at Herkimer County Real Estate Auctions:

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12. Within the past five years, has Herkimer County taken title to any property owned by you or any member(s) listed above, via In-Rem Tax Foreclosure proceedings, other? If the answer is Yes, list address of any properties taken:

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13. List previous experience in rehabilitation of existing structures. (List; address, scope of work completed, and reference with contact information including a telephone number of completed projects as well as the start and end date of the project).

a. \_\_\_\_\_

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b. \_\_\_\_\_

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c. \_\_\_\_\_

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14. Proposed plan for the property, including property management if applicable?  
Rental/Flip/First time homebuyer/demolition

a. \_\_\_\_\_

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15. Estimated Timeline for Project to be completed.

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## FINANCING - SOURCE OF FUNDS

You are required to demonstrate access to sufficient capital to acquire and rehabilitate the property you are bidding on.

**Your Estimated Total Project Rehabilitation or Demolition Costs: \$\_\_\_\_\_** At the time of bid acceptance, you will be required to provide evidence that you have access to the dollar amount specified in the estimated total project acquisition and rehabilitation or demolition costs. Acceptable verification of financing is: bank statements, credit statement, lender confirmation of funds, asset allocation statements prepared by a CPA. **A lenders letter of interest is not acceptable evidence of financial qualification.**

1. Personal Funds Amount  
**(You must provide verification, i.e., bank statements, etc. as requested) \$\_\_\_\_\_**

2. Bank Financing Amount  
**(Proof of bank financing must be included if bank financing is required.)**  
\$\_\_\_\_\_

**\*TOTAL AVAILABLE FUNDS** \$\_\_\_\_\_

**\*The total amount of financing (available funds) must be greater than or equal to the estimated costs of acquisition plus renovation/demolition costs for the proposed property(s) to be purchased.**

### Considerations:

**\*If a bid is accepted the purchaser is responsible for all closing costs, including but not limited to all legal and filing fees. Closings are to occur within 60 days of bid acceptance.**

**\* Before you submit these forms, make sure all sections have been completed. If a section does not apply write or type N/A in that section. Incomplete applications may be rejected.**

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## Bid Submission Form

**Request For Proposal: Acquisition for Rehabilitation or Demolition – Rehab 2025-009**

**The Herkimer County Land Bank is accepting proposals for your acquisition of, and rehabilitation or demolition of the following property:**

**230 N. Washington Street, Herkimer New York 13350 – Tax Parcel # 113.81-3-4**

A. This proposal from purchaser will include an acquisition price for the property as well as the estimated costs to complete the proposed project. If your bid is approved for this project, you will have one year (12 months) from the signing of a purchase contract to complete the project. The HCLB maintains the right to visit and inspect the property at any time during the contract. The purchaser agrees to sign a Development Enforcement Mortgage Agreement, which states a failure to complete the requirements of the contract or agreement will result in the property title being returned to the HCLB and forfeiture of any expenditures or rights or improvements done to the property and any contractual covenants set forth in the contract. The property is being sold "as Is" with no warranty's given.

B. Once the purchaser has taken title, the purchaser will be responsible to pay all property taxes (County, City, and School). The purchaser will be responsible for all utilities, and maintain property casualty and liability insurance to cover full replacement cost for the structure during the rehabilitation or demolition phase of the contract. **(You are required to submit a copy of valid property and liability insurance to be place on file at the HCLB office as well as copies of paid property tax receipts. These must be submitted to the land bank office.)**

C. The purchaser will also perform rehabilitation/demolition that will follow all State and Local Codes Enforcement requirements and local regulations. The purchaser will also obtain all necessary permits required for the project.

D. The purchaser will provide a scope of work proposed for the redevelopment including estimated costs and estimated timeline to be submitted with the bid proposal.

E. The purchaser states that they have the financial capability to complete this project in the timeline stated.

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## ACQUISITION BID

**Acquisition Bid Price Submitted (the price you are bidding for the property listed):**

\$ \_\_\_\_\_ **\*NOTE: A minimum bid of \$30,000 has been set for this property**

RFP's will be evaluated as a complete project based on both acquisition price, scope of the project proposed and the ability of the purchaser to complete the project in the timeframe set.

**\*If your bid is accepted the purchaser is responsible for all closing costs, including but not limited to all legal and filing fees.**

### Attestation (Notarized Signature)

I swear under penalties of perjury that I have answered the questions asked on this application completely and accurately. I understand that failure to complete the questions completely and accurately could result in my forfeiture of the property in question.

DATE \_\_\_\_\_ SIGNATURE(S) \_\_\_\_\_

### Public Notary Section

**Note:** This application must bear the written signature of the applicant. If the applicant is an individual doing business under a name other than his/her legal name, the application must state so, giving the address of the individual. If the applicant is a joint owner, the application must state the name(s) and address(es) of the joint owner(s). If the applicant is a partnership, a partner designated as such must sign the application. If the applicant is a corporation, LLC, trust, or joint venture the application must be signed by a duly authorized officer or agent of such corporation, LLC, trust or joint venture and contain written evidence of the authority to bind the entity.

#### Attestation

\_\_\_\_\_ Being duly sworn deposes and says that he/she is the

\_\_\_\_\_ of \_\_\_\_\_ and that all answers to the foregoing questions and all statements contained herein are true and correct.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

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