

# **PROPOSAL PACKET**

FOR

**PURCHASE OF LUZERNE COUNTY PROPERTY**

**1. Notice**

**2. Procedure**

**3. Proposal Form**

**4. Receipt of Proposal Packet** (for internal use only)

**5. Supporting Documents Checklist** (for internal use only)

# NOTICE

## FOR PURCHASE OF LUZERNE COUNTY PROPERTY

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1. The County of Luzerne currently holds title to various properties throughout Luzerne County.
  2. The County is seeking to offer these parcels for sale to willing purchasers.
  3. It is expressly understood and agreed that the purchaser, as acknowledged below, is aware of all potential risks involved in this sale.
  4. Luzerne County does not convey title by general warranty. Luzerne County shall convey title by quitclaim deed only and shall be held harmless and released of any liability from any effects of potential risks or defects in title.
  5. Per the Luzerne County Home Rule Charter, the sale of real estate requires the approval of Luzerne County Council.
  6. Luzerne County reserves the right to negotiate the price of sale with any prospective purchaser.
  7. As required by Pennsylvania law, Luzerne County will not convey any property if the transaction is not for fair market value, nor if it is determined to not be in the best interests of Luzerne County.
  8. Fair market value is defined as the most probable price, expressed in terms of money, that a property would bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus.
  9. As required by Pennsylvania law, any transaction must be advertised for a ten (10) day period in a newspaper of general circulation in Luzerne County before the transaction may be finalized. All costs of advertisement are to be borne by the proposed purchaser.
  10. The proposed purchaser must confirm that he/she is not delinquent in paying real estate taxes for any property assessed to him/her in Luzerne County and does not have municipal utility bills, in any municipality of Luzerne County, that are more than one year outstanding.
  11. Payment for the purchase of property must be made in full at the time of purchase and all funds must be made payable to Luzerne County Treasurer in the form of cash, money order, cashier's check, or certified check. All parties are advised to consult an attorney with any legal questions regarding the purchase of this property.

Please sign and date in the space below indicating that you have read and agree to the terms detailed above.

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PROPOSED PURCHASER (PRINT)

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PROPOSED PURCHASER (SIGNATURE)

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PROPOSED PURCHASER (PRINT)

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PROPOSED PURCHASER (SIGNATURE)

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DATE

## PROCEDURE

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1. Purchaser prepares Proposal Packet, including Notice, Procedure and Proposal Form signed and dated where indicated.
2. Purchaser files complete packet of documents with the Luzerne County Clerk of Council. Mailing address: 200 N. River Street, Wilkes-Barre, PA 18711. Contact phone number: 570-825-1634.
3. The Clerk of Council forwards proposal to the Real Estate Committee, Luzerne County Assessor's Office, Luzerne County Office of Law, and any other necessary department, for review and for the required documentation for the property.
4. Upon receipt of the required items, the Clerk of Council will prepare a packet for inclusion on a Council Work Session.
5. At a Council Work Session, the proposal, along with any other supporting documentation, will be reviewed by Council. Any additional supporting documentation can be requested by Council, OR if the proposal packet is deemed sufficient, Council may move the request to a Voting Session for a motion to allow the purchaser to place the required advertisement. ***(Approval for advertisement does not transfer property to purchaser; Luzerne County specifically retains the right to continue to negotiate the purchase with the proposed purchaser or with other interested parties following the advertisement.)***
6. Upon approval by Council of placement of required advertisement, Office of Law provides the text of the legal advertisement to the proposed purchaser.
7. Purchaser provides proof of advertisement to the Luzerne County Clerk of Council.
8. At a subsequent Voting Session, Luzerne County Council, by Resolution adopted by at least a majority of members present at the public meeting, authorizes the property to be transferred.

\_\_\_\_\_  
PROPOSED PURCHASER (PRINT)

\_\_\_\_\_  
PROPOSED PURCHASER (SIGNATURE)

\_\_\_\_\_  
PROPOSED PURCHASER (PRINT)

\_\_\_\_\_  
PROPOSED PURCHASER (SIGNATURE)

\_\_\_\_\_  
DATE

**PROPOSAL FORM**

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FOR PURCHASE OF LUZERNE COUNTY PROPERTY

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I/We, \_\_\_\_\_, hereby submit a proposal offer in the amount of \$\_\_\_\_\_ for the property currently owned by the County of Luzerne, Pennsylvania.

Property Parcel No.: \_\_\_\_\_

Current assessed value: \$\_\_\_\_\_ (may not equal the fair market value)

Description of property (provide street address if known):

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This property is situated in:

\_\_\_\_\_ (Municipality)

\_\_\_\_\_ (School District)

Print Name(s) clearly exactly how it (they) will appear on the deed:

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Specific Relationship: \_\_\_ Single \_\_\_ Married \_\_\_ Separated, but married \_\_\_ Divorced \_\_\_ Tenants in Common

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

Telephone number: \_\_\_\_\_

\_\_\_\_\_  
PROPOSED PURCHASER (PRINT)

\_\_\_\_\_  
PROPOSED PURCHASER (SIGNATURE)

\_\_\_\_\_  
PROPOSED PURCHASER (PRINT)

\_\_\_\_\_  
PROPOSED PURCHASER (SIGNATURE)

\_\_\_\_\_  
DATE

**RECEIPT OF PROPOSAL PACKET**

FOR PURCHASE OF LUZERNE COUNTY PROPERTY

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**(for internal use only)**

On this date, I, the Luzerne County Clerk of Council, did receive the following documents for the proposed purchase of the property located at: \_\_\_\_\_

\_\_\_\_\_

From: \_\_\_\_\_

Packet Includes:

- \_\_\_\_\_ Signed Notice Form
- \_\_\_\_\_ Signed Procedure
- \_\_\_\_\_ Signed Proposal Form

\_\_\_\_\_  
Luzerne County Clerk of Council

\_\_\_\_\_  
Date

Copy of all documents provided to:

Luzerne County Council Real Estate Committee (date) \_\_\_\_\_

Luzerne County Assessor's Office (date) \_\_\_\_\_

Luzerne County Office of Law (date) \_\_\_\_\_

## **SUPPORTING DOCUMENTS CHECKLIST**

FOR PURCHASE OF LUZERNE COUNTY PROPERTY

**(for internal use only)**

- Elite Revenue will provide a report to show proof of no delinquent Luzerne County real estate tax or Luzerne County municipal utility bill.
- Property record card with photo and opinion of the proposed purchase offer (Assessor's office)\_\_\_\_\_
- Tax Plat Map/Aerial view (GIS Department)\_\_\_\_\_
- Deed (Recorder of Deeds)\_\_\_\_\_

**(Below documents are not required unless requested by Luzerne County Council)**

- Real Estate Appraisal - The appraisal will be performed by a Licensed/Certified Appraiser.  
Paid for by Purchaser or Luzerne County \_\_\_\_\_  
Appraisal ordered (date) \_\_\_\_\_  
Appraisal received (date) \_\_\_\_\_
- Title Search \_\_\_\_\_

Other supporting documentation:

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