



City of Pittsburgh Pilot Home Buying Program Application



- * This application begins the qualification process for persons who would like to submit a bid for City-owned property in the Pilot Home Buying Program
- * Information regarding the Pilot Home Buying Program are available on the Department of Finance web page
- * You must fully and accurately complete all pages and submit all required documentation for this application or it may not be processed. You will be notified of an unprocessed form.
- * Applicants must not have unresolved taxes, balances, permit violations, or unregistered businesses. A background check will be executed.
- * If the applicant is enrolled and current in an approved payment plan for delinquent Real Estate Tax or Pittsburgh Water & Sewer charges, certification from Jordan Tax Services (JTS) demonstrating compliance must be attached.
- * Please submit this application and any/all attachments to The City of Pittsburgh Real Estate Division via the following:

- **In-person:** City-County Building, 1st-floor; Real Estate Division
414 Grant Street, Pittsburgh, PA 15219
- **E-mail:** Property.Sales.3tb@pittsburghpa.gov
"PILOT APP" in the subject line
- **Mail:** Department of Finance- 3TB Property Sales
414 Grant Street, Pittsburgh, PA 15219

* For assistance in completing this form, please call the Real Estate Division at (412) 255-2300

Properties Available for Bid

This application qualifies you to bid for the following properties only:

<u>1310 Pritchard St, Pittsburgh PA, 15204</u>	<u>120-42-N-266</u>
<u>2921 Merwyn Avenue, Pittsburgh PA, 15204</u>	<u>120-42-M-178</u>
<u>3408 Clearfield Street, Pittsburgh PA, 15204</u>	<u>128-70-C-23</u>
<u>195 Steuben Street, Pittsburgh PA, 15220</u>	<u>120-19-D-202</u>
<u>454 Norton Street, Pittsburgh PA 15211</u>	<u>119-4-P-45</u>

Applicant Information

Complete if purchasing a property as an individual or jointly with your spouse.

Applicant Name (*First, Last*): _____ SSN (*Last Four*): _____

Spouse's Name (*First, Last*): _____ Spouse's SSN (*Last Four*): _____

Home Address (*No P.O.Box*): _____ City: _____

Do you rent? ☐ Or own? ☐ State, Zip Code: _____

Phone Number (*Personal Phone*): _____

Email Address: _____

Answer the questions below to the best of your ability.

Do you agree to occupy this structure for a period of not less than five (5) years?

☐ Yes ☐ No

Do you have adequate financing to purchase the property in the form of liquid assets or mortgage prequalification?

☐ Yes ☐ No

Are you a City of Pittsburgh resident?

Please attach Photo I.D., most recent utility bill, active lease

☐ Yes ☐ No

Are you on a payment plan for delinquent Real Estate Tax or PWSA charges?

If "yes" please attach a copy

☐ Yes ☐ No

Do you agree to seek building permits for all repairs on the property?

☐ Yes ☐ No

Have you verified the current condition of the property?

☐ Yes ☐ No

Applicant Financial Information

Please answer the questions to the best of your ability.

Do you make less than or equal to 120% of the Pittsburgh Metro Area AMI (Average Median Income)?

Please visit here to calculate your AMI: <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

☐ Yes ☐ No

How many people live in your home?

Enter total number here: _____

***** Please include all most recent tax returns or earnings statements to verify income. Failure to provide proof of income will result in your application being denied**

Property Owned in the City of Pittsburgh

Do you own other property located within the City of Pittsburgh?

☐ Yes ☐ No

If you answered "yes" List them below. To list additional property, please attach an additional page

	<i>Address (Number, Street, Zip)</i>	<i>Ward</i>	<i>Block/Lot Number</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Signature

I have read the form instructions and certify that all information I have provided is complete and accurate to the best of my knowledge. I understand that an incomplete application or providing inaccurate information may result in the automatic rejection of my application and I will not receive a refund on my application fee. I understand that this is an application only and does not bind the City of Pittsburgh to a transaction.

Applicant Name (*printed*): _____

Applicant Signature: _____ Date: _____

For City Use Only

Received By: _____ Date: _____

Approved By: _____ Date: _____

Denied By: _____ Date: _____

Reason for Denial (*If applicable*) :

INSTRUCTIONS

This application is for use by the PILOT HOME BUYING PROGRAM ONLY to qualify persons to bid on available program properties. This application will not be accepted for properties listed for sale on the online portal.

1. This application is to qualify an individual or individuals to enter a bid on properties in the Pilot Home Buying Program. It does not ensure a property will be awarded.
2. As part of the pilot program, a \$25.00 application fee will **NOT** be assessed
3. Under the **APPLICANT INFORMATION** section, complete all information for individuals that will be purchasing the property. Please enter the names for applicant and spouse as how they may appear on a deed. Please be sure to enter your contact information on the phone and email lines in case our office needs to reach you to verify data. **Applicants must be residents, and the deed will be transferred only to the name of the applicant(s). Corporations, LLC's or partnerships are not allowed.**
4. You must provide proof of residency by attaching your driver's license showing your current address AND your most recent utility bill OR active lease agreement. Residency in the City of Pittsburgh is mandatory to qualify to purchase under the Pilot Home Buying Program.
5. If you owe delinquent tax or PWSA charges, you must provide evidence of a current payment agreement in good standing to qualify as a buyer under this program
6. Under the **APPLICANT FINANCIAL INFORMATION** section, please answer all questions. Submit most recent tax returns for all earners contributing to overall household income. If you are not required to file tax returns, submit any and all documents to verify your yearly household income. Failure to provide adequate documentation may disqualify you as a potential bidder.
7. Please provide a list of any and all property you own within the City of Pittsburgh.
8. Sign and date the application to verify the accuracy of the information provided, and confirmation of understanding of the instructions and rules of the Pilot Home Buying Program.

APPLICATIONS THAT ARE NOT SIGNED AND DATED WILL NOT BE ACCEPTED.