

**City of Tampa
Housing and Community Development Division
PROPERTY DISPOSITION POLICY & PROCEDURE**

BACKGROUND

The City of Tampa's Housing and Community Development Division (HCD) is responsible for the administration of federal funds through the Department of Housing and Community Development and state funds through the State's Housing Initiative Program. The Housing and Community Development Division has occasion to acquire and dispose of real estate. This policy is to provide the parameters under which real estate will be acquired and disposed of. This policy and procedure will also address the Florida Statute 420.9076(4) (j) for the City of Tampa to tri-annually prepare a printed inventory of locally owned land available for affordable housing. The list will be published along with the LHAP (Local Housing Assistance Plan) every three years.

The Housing and Community Development Division will maintain a list of properties available for single family home development as well as properties suitable for multi-family housing. The list will be posted on the HCD website and maintained by the Housing Portfolio Specialist (HPS).

GOAL

- To provide affordable housing opportunities for Tampa's citizens;
- To replace vacant non-productive lots with affordable housing that improves neighborhoods;
- To strengthen neighborhoods by increasing homeownership.

PROPERTY DISPOSITION

Properties under HCD Control must be used for affordable housing. Anyone interested in acquiring one of the properties under HCD control will be directed to the Housing Portfolio Specialist (HPS). The HPS will receive inquiries in writing only (no verbal request) and the request will identify the requesting party and the proposed use of the property. If the review of the documentation indicates that the request does not meet the program guidelines, department will provide a denial letter stating the reasons for denial.

Properties under HCD control can be disposed of through the following methods:

- Negotiated Sale
- Request for Proposal/Qualification (RFP Process)

THE TERMS OF THE SALE TO A NON-PROFIT DEVELOPER:

- Property must benefit a low-moderate income buyer as evidenced by the sales contract and household income verification. Low-moderate income is defined as equal to or below 120% of median income per the LHAP.
- If the buyer is not identified prior to the request, must provide marketing plan.
- Property must be redeveloped as affordable housing (Sales price cannot exceed \$160 per sq ft).
- Property to be redeveloped as a minimum 1200 sq. ft. heated single family home
- Purchaser must obtain City Housing and Community Development (HCD Design guidelines) approval of the building plans prior to property transfer.
- Purchaser must provide construction schedule and building permit
- Purchaser must show evidence of funding commitment to complete the new home construction (i.e. construction cost estimate and bank funding commitment letter, bank statement, grant agreement to support the construction of the home.)

THE TERMS OF THE SALE TO A FOR-PROFIT DEVELOPER:

- Property must benefit a low-moderate income buyer as evidenced by the sales contract and household income verification. Low-moderate income is defined as equal to or below 120% of median income per the LHAP.
- If the buyer is not identified prior to the request must provide marketing plan and identify non-profit partner who will provide housing counseling and assist the buyer through the acquisition process.
- Property must be redeveloped as affordable housing (Sales price cannot exceed \$160 per sq. ft.).
- Property to be redeveloped as a minimum 1200 sq. ft. heated single family home
- Purchaser must obtain City Housing and Community Development (HCD Design guidelines) approval of the building plans prior to property transfer.
- Purchaser must provide construction schedule and building permit

- Purchaser must show evidence of funding commitment to complete the new home construction (i.e. construction cost estimate and bank funding commitment letter, bank statement, grant agreement to support the construction of the home.)
- Developer may be required to post a bond for the value of the land to insure program guidelines are met.

THE TERMS OF THE SALE TO AN INDIVIDUAL:

- If for expansion of existing lot (adjacent) must meet income requirements of Low-moderate income which is defined as - equal to or below - 120% of median income per the LHAP.
- If request is to build a home, can not own any other property. Acquisition must be for primary residence.
- Property to be redeveloped as a minimum 1200 sq. ft. heated single family home
- Purchaser must obtain City Housing and Community Development (HCD Design guidelines) approval of the building plans by the City Developmental Services Division prior to property transfer.
- Purchaser must provide construction schedule and building permit
- Purchaser must show evidence of funding commitment to complete the new home construction (i.e. construction cost estimate and bank funding commitment letter, bank statement, grant agreement to support the construction of the home.)

THE TERMS OF THE SALE TO A NON-PROFIT WITH A STRUCTURE ON THE LOT:

- Property must benefit a low-moderate income buyer as evidenced by the sales contract and household income verification.
- If the buyer is not identified prior to the request must provide marketing plan.
- Property must be redeveloped as affordable housing (Sales price cannot exceed \$160 per Sq. Ft).
- Purchaser must obtain City Housing and Community Development (HCD Design guidelines, Rehab Only)
- Purchaser must provide construction schedule
- Purchaser to provide a scope of work write-up to be reviewed and approved by Housing Quality Specialist prior to property transfer.
- Purchaser must show evidence of funding commitment to complete the rehab work (i.e. construction cost estimate and bank funding commitment letter, bank statement, grant agreement to support the rehabilitation of the home.)