



**PRIVATE OWNER DEVELOPMENT
ACQUISITION
(PODA)**

Dear Prospective Homeowner

Thank you for considering the City of Newburgh as your new home. This is a city with limitless possibilities and great housing potential. The City of Newburgh owns several properties that can satisfy your living needs. There are one, two and three families up for sale that will meet a homeownership situation. In order for you to purchase a property, you must identify a home, adhere to the program guidelines and submit an application. However, property is sold on an “AS IS” basis.

All prospective owners will be permitted access to inspect the building with scheduled appointments on the Third Wednesday of each month. The Department of Public Works will open the building. Prospective owners are permitted to bring the need of professional agencies to evaluate the structure. Buyers will enter at their own risk and must sign a waiver agreement prior to entering. The Program Guidelines are as follows:

Program Guidelines

1. Prospective owners will provide evidence of financial capacity to purchase and rehabilitate the target property.
2. Properties will be purchased based upon a “Quick Sale Value”.
3. The applicant must be the principal homeowner.
4. The prospective homeowner must complete all exterior and interior work within 12-18 months from the date of the closing.
5. A prospective homeowner buying a home in the historic district must adhere to Architectural Review Commission guidelines and building code to receive a Certificate of Occupancy when rehabilitation is completed.

6. Prospective Homeowner must sign a deed covenant, which prohibits the sale of this property and deed transfer for a five year time period.
7. Final sale is subject to the approval of the City of Newburgh City Council.
8. The property is sold subject to unpaid school taxes for the tax years of 2013-2014 and also subject to all school taxes levied subsequent to the date of the Newburgh City Council resolution authorizing the sale.
9. Property will be placed on the tax rolls after closing and deed filing.

Private Owner Development Application (P.O.D.A.)

Name _____

Address _____

Property Address _____ Section _____ Block _____ Lot _____

Tele # _____ Email _____

Purchase Offer _____

Rehabilitation Estimate _____

Annual Income _____

Banking Relationship _____

Loan Officer _____

Line of Credit/
Pre Mortgage
Commitment _____

Attorney _____

Completion
Time Table _____

Applications are required to attach construction estimates to rehabilitate the property. The applicant should include a loan commitment from a financial institution. In addition, the applicant is required to submit three years of personal tax returns. All applications are reviewed by the Property Committee and subject to final approval by the City of Newburgh City Council.

Please submit completed applications to:

City of Newburgh
Department of Planning and Development
City Hall - 83 Broadway
Newburgh, New York 12550