



**TOWNSHIP OF GALLOWAY
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE TOWNSHIP CLERK**

**300 E. JIMMIE LEEDS ROAD GALLOWAY, NJ 08205
(609) 652-3700 EXT. 237 FAX: (609) 652-3233**

**KELLI DANIELI, RMC
TOWNSHIP CLERK**

REQUEST FOR PURCHASE OF TOWNSHIP PROPERTY

DATE: _____

NAME: _____ PHONE: _____

ADDRESS: _____

COPY OF TAX MAPSHEET: _____ CURRENT BLOCK: _____ LOT: _____

LOCATION: _____

LOT SIZE: _____ REASON FOR REQUEST: _____

OFFER \$ _____ SIGNATURE: _____

DEPOSIT: _____ APPLICATION FEE: _____

This section is to be filled out by Township officials.

ASSESSED VALUE IN YEAR ACQUIRED: _____

HOW WAS PROPERTY ACQUIRED: ALWAYS OWNED DEEDED TO TWP FORECLOSED BY TOWNSHIP
(CIRCLE ONE)

ASSESSMENT \$ _____ SUGGESTED BID #: _____

DATE: _____ TAX ASSESSOR: _____

LAND SALE PURCHASE PROCEDURES

1. Applicant fills out a **Land Sale Request Form** in the Township Clerks Office.
2. Applicant makes a deposit of **\$100.00** with completed application, to the Township Clerks Office in addition to **\$75.00** non-refundable application fee.
3. Application is distributed by the Township Clerk's office to the following offices for review:
 - * A. Tax Assessor - establishes a market value.
 - * B. Zoning Official - reviews zoning and determines conforming and non-conforming.
 - * C. Public Works Director - reviews other consideration, i.e. drainage.
 - * D. Planning Board & Zoning Board
 - * E. Environmental Commission
 - * F. Township Manager

- Review must be completed within 30 days from receipt of the application to the Township Clerk from the Applicant.

The completed reviews are returned to the Township Clerks Office.

If approval is received from each of the above listed, the Tax Assessor will be advised by the Township Clerk to prepare a list of adjacent property owners for mailing purposes.

4. If the Township decides to sell the property the applicant is then notified of minimum bid value, estimated cost for advertisement, legal fees and deed cost.
5. If bidder decides not to buy the property, or the Township decides not to sell, or if property does not receive clear title the bidder will be refunded the \$100.00 deposit.
6. If the applicant is still interested in purchasing the property, the applicant must advise the Township in writing within 10 days.
7. Bidder is required to obtain "Legal Documents" Title Search, Survey and Metes and Bounds / Legal Description of subject property by no later than 60 days after agreeing to purchase land. A duplicate copy of these items must be sent to the Township Clerk.
8. If bidder does not obtain those items within the 60 days after agreeing to purchase land and if no extension has been granted, the deposit of \$100.00 becomes non-refundable.

9. Successful bidder, if not the original bidder, must refund the title search fee, deposit of \$100.00 plus fee of \$75.00 by certified check to the Township Clerk, within five (5) days of the date of sale, made payable to the original bidder before the deed is issued.
10. After receipt of Township approval to proceed with the purchase of property if the applicant shall decide to withdraw his bid or fails to participate in the bid process of the public sale, through no fault of the Township, said applicant shall be responsible for his own expenses relating to the application of any nature whatsoever, except insofar as Paragraph 11 may apply.
11. Private and Public Sale Procedure:

PRIVATE

PUBLIC

- | | |
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| <ul style="list-style-type: none"> - Legal Documents received from Applicant - Introduce Ordinance - Adopt Ordinance - Send letters to Adjoining Property Owners - Post & Advertise Undersized lots - 2nd. Advertisement for Undersized (7 days later) - Private Sale Bids (7 days later) - Resolution - Council accepts Bid - Payment Due (30 days from sale) - Deed Ordered - Deed recorded w/County - Deed sent to Successful bidder | <ul style="list-style-type: none"> - Legal Documents received from Applicant - Adopt Resolution (Public)* - Advertise for Land Sale - Advertise for Land Sale (7 days later) - Public Sale Bids (7 days later) - Resolution - Council accepts Bids - Payment Due (30 days from sale) - Deed Ordered - Deed recorded w/County - Deed sent to successful bidder |
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