



# City of Portage Redevelopment Commission

## Offer to Purchase Form

**Date:** May 8, 2018

**PROPERTY FOR SALE:** 5400 Melton Rd, 1 parcel, 1.53 acres.

Please answer the following questions in enough detail to afford the Commission a thorough understanding of your proposal. Attach additional exhibits as necessary.

**1. Contact Information**

(You may use the electronic fields to type directly in the form)

- a. Company: \_\_\_\_\_
- b. Address: \_\_\_\_\_
- c. Contact Name: \_\_\_\_\_
- d. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Describe the financial terms of your Offer to Purchase**

- a. Your offering price: \_\_\_\_\_
- b. Terms (cash, option, letter of credit): \_\_\_\_\_
- c. Projected closing date: \_\_\_\_\_
- d. Estimated date to begin construction: \_\_\_\_\_
- e. Estimated date to completion: \_\_\_\_\_

**3. Explain the nature of your business or organization in general.**

**4. Narrative description of the proposed development. Include proposed uses and approximate square footage of each use.**

**5. Development budget, e.g. land, construction, architectural and engineering fees, and other fees.**

**6. Describe the experience of those on your development team in regards to completing similar projects.**

7. Describe the type and variety of employment that will be created by the project.

8. Other information necessary for your proposal (*Optional*).

Offeror Signature

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Sign: \_\_\_\_\_

**ACCEPTANCE**

Redevelopment Commission

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

James Snyder, Mayor

**SUBMITTAL**

Offers must be submitted to the Clerk Treasurers Office, Attention Lynn Reed, City Hall, 6070 Central Avenue, Portage, Indiana 46368 by 2:00 p.m. May 24, 2018. All offers must be clearly marked and sealed. The Redevelopment Commission will open offers at 4:00 p.m May 24, 2018.

For more information contact the Redevelopment Administrator, Colin Highlands, at 219-841-6428 or at [chighlands@portage-in.com](mailto:chighlands@portage-in.com).