

THE PROCESS

The Process for Submitting Proposals to Acquire Properties from Franklin Development Corporation

Property List: Obtain a property list and search for properties in which you have an interest.

- The property list may be viewed on the website FranklinDevelopmentCorporation.org
- The property list may be picked up at 70 E. Monroe Street on the 3rd floor between the hours of 8 a.m. and 4 p.m., Monday through Friday.

Minimum Offering Price: Each property will have a starting minimum offering price determined by the FDC board.

Authorization to Enter the Structure: If you find a property in which you are interested, and would like to see the interior of the structure before submitting a proposal, you must contact Rhoni Oliver at 317-736-3631 or roliver@franklin.in.gov to set up an appointment to enter the structure. You will be required to sign an authorization form, liability waiver, and present a valid driver's license or photo ID at 70 E. Monroe Street prior to entering the properties.

Earnest Money: When you submit your proposal, please come prepared to submit earnest money in the amount of ten (10) percent your offering price.

- Personal checks will be accepted.
- **YOU ONLY HAVE ONE CHANCE TO MAKE YOUR HIGHEST AND BEST OFFER.**
- You must present a valid driver's license or photo ID.
- Transaction fees, closing costs, real property endorsement fees, sales disclosure form fees, and recording fees to be paid by purchaser.

Proposals must be received at 70 E. Monroe Street, 3rd floor, Franklin, IN 46131 no later than the **18th day of December, 2017, at 4:00 p.m.** The proposals will be opened and summarized in public by the Franklin Development Corporation at a meeting on Thursday, December 21st, 2017 at 8:00 a.m. in the Council Chambers of City Hall, located at 70 E. Monroe Street, Franklin, Indiana 46131. There will be no discussion or decision regarding the proposals during the meeting. All proposals will be reviewed and the Franklin Development Corporation will enter into a sales agreement with the most responsible, responsive proposal, or reject all proposals.

- Authors of unsuccessful proposals will be notified and will receive a refund check.
- The awardee will be notified and then must finalize paperwork within 14 days.
- FDC reserves the right to reject all proposals.