



**Real Estate Division
Purchase/Sale Application**
Application must include aerial map

CITY OF EL PASO | REAL ESTATE

Name: _____

Phone: _____

Address _____

Email Address: _____

A non-refundable fee in the amount of \$1,000.00 will be required to process your application plus the cost of any Due Diligence. Payments must be made at the One Stop Shop located at: 811 Texas, El Paso, Texas 79901.

Applications along with proof of payment must be emailed to realestate@elpasotexas.gov. Applications with missing information or submitted without proof of payment will not be processed or kept on file.

Are you requesting to: <input type="checkbox"/> Buy City-Owned Property <input type="checkbox"/> Sell Property to the City		
Background: Use the following link to determine PID #: http://gis.elpasotexas.gov/planning/index.html		
PID #: _____		Address: _____
Land Sq. Ft. _____	Building Sq. Ft. _____	Desired Closing Date _____
Are there any structures or buildings on the property? _____		If so how many? _____
Are you a government entity? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please identify: _____		
Do you have the power of Eminent Domain? <input type="checkbox"/> Yes <input type="checkbox"/> No		

The following is a list of the due diligence items that may be needed to setup an agreement. If you have any of these documents please check the box and provide a copy.

DUE DILIGENCE	
<input type="checkbox"/> Deed	<input type="checkbox"/> Appraisal
<input type="checkbox"/> Metes & Bounds Survey	<input type="checkbox"/> Plans & Specs
<input type="checkbox"/> Environmental Surveys (Phase 1, Asbestos, Lead, etc)	<input type="checkbox"/> Zoning/Planning
<input type="checkbox"/> Photos	<input type="checkbox"/> Maps

Please be advised, submitting this application does not guarantee the City will buy/sell the property. All property purchases/sales must be approved by the El Paso City Council.

By signing below, the applicant acknowledges and accepts the application fee will not be refunded for any reason, including this request being denied.

Requestor _____

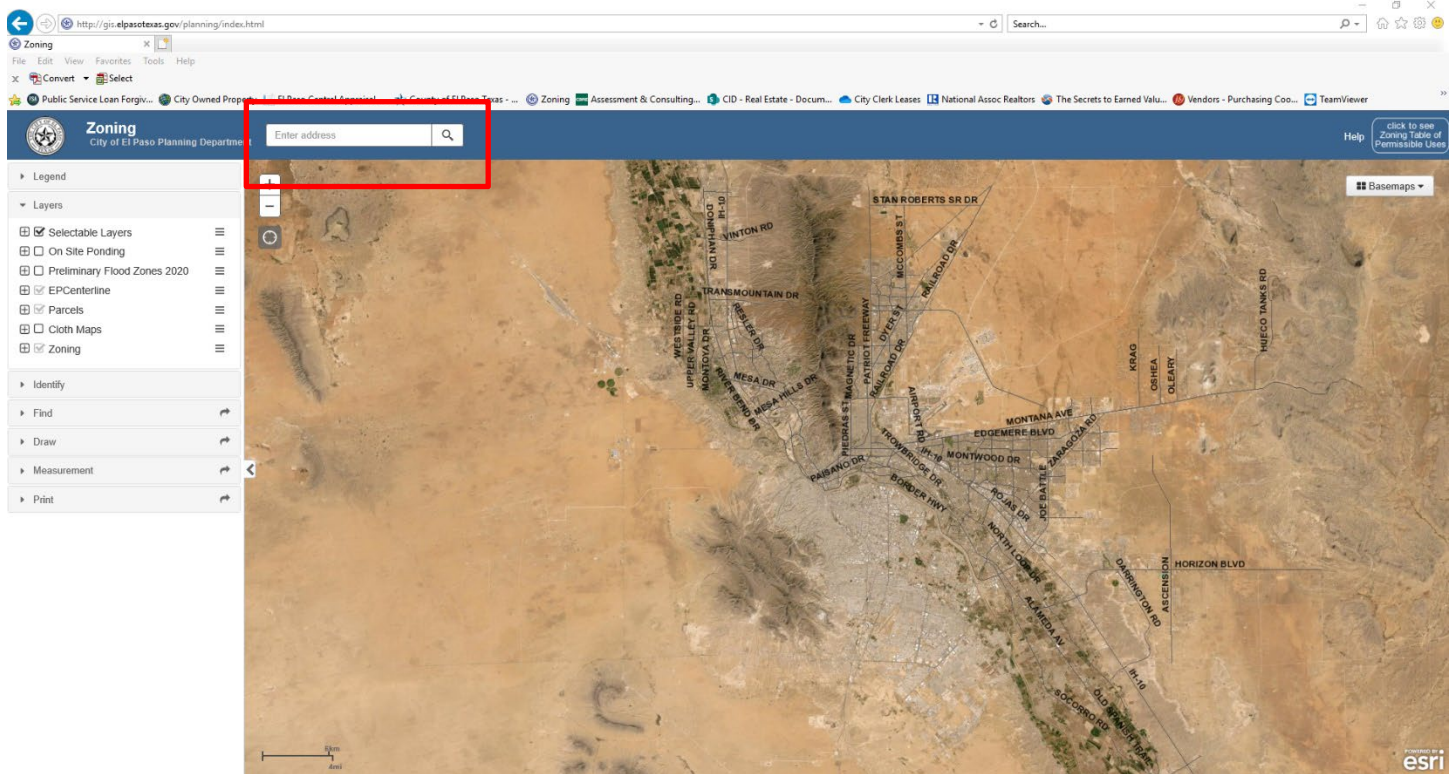
Signature _____

Date _____

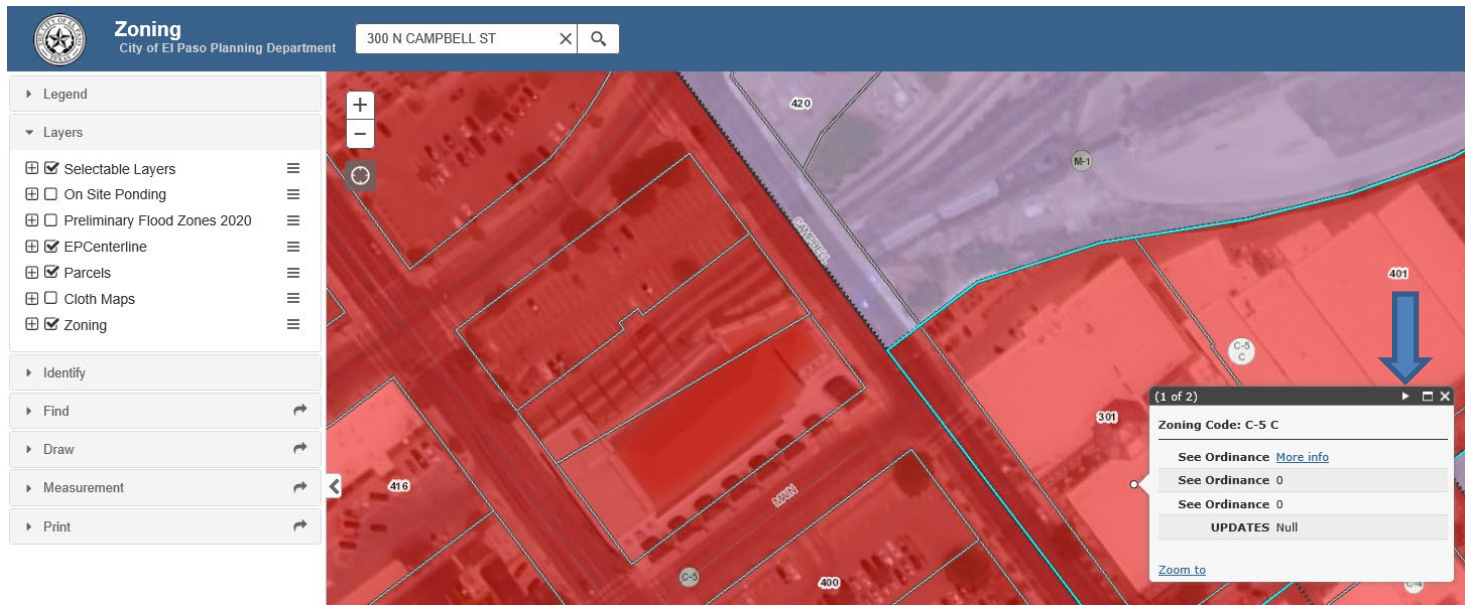
ONE STOP SHOP USE ONLY
<i>Please process payment via Real Estate Fees in Accela LPOS under Engineering (Application Fee Purchase/Sale - \$1,000) and provide customer a receipt.</i>

How do I get a PID#

STEP 1 – Enter address in “Enter Address” field below



STEP 2: Click arrow in the “Zoning Box” to unhide PID#



STEP 3: Copy PID# from the “Zoning Box”