



MEMORANDUM OF SALE
by
The City of New York
Department of Citywide Administrative Services
Division of Real Estate Services

Parcel Number	Auction Date	Restriction
Borough	Block	Lot
Acquisition Date	Acquisition Type	Map Date
Authorization Date	Calendar No.	

Currency	\$
Certified Check	\$
Money Order	\$
Cashier's Check	\$
Personal Check	\$
Total	\$

A. Sales Price	\$
B. Cash Requirement	\$
C. Additional Deposit	\$
D. Amount Received (B+C = 20% of A)	\$
E. Balance Due (A-D = 80% of A)	\$

Received by FIU _____

Auctioneer Fee

NAME TYPE: C () P () I ()

Name of Purchaser _____

Social Security No. _____ Employer Identification No. _____

Type of ID & # _____ Type of ID & # _____

Home Address _____

Business Address _____

Telephone: Home () _____ Bus. () _____ Fax () _____

NAME TYPE: C () P () I ()

Name of Purchaser _____

Social Security No. _____ Employer Identification No. _____

Type of ID & # _____ Type of ID & # _____

Home Address _____

Business Address _____

Telephone: Home () _____ Bus. () _____ Fax () _____

I am/We are the successful bidder(s) and am/are purchasing the PREMISES DESCRIBED FOR THE SUM OF \$ _____, and promise to comply with and be bound by the STANDARD TERMS AND CONDITIONS OF SALE of said premises, as well as any SPECIAL TERMS AND CONDITIONS OF SALE, as authorized by the Mayor of the City of New York.

Purchaser Signature/Business Entity Name _____

Date: _____ By _____ Title _____

TIME TABLE

DUE WITHIN 14 CALENDAR DAYS

- Submit Verified Statement and Tax Affidavit
- Submit Business Entity Requirements
- Submit Assignment with \$200.00 fee

DUE WITHIN 45 CALENDAR DAYS

- Submit Balance Payment
- Submit Mortgage Downpayment, Mortgage Application Package and 1% Mortgage Application Filing Fee
- Submit Title Objections

CONSULT THE TERMS AND CONDITIONS OF SALE

ALL PAYMENTS MUST BE IN THE FORM OF A CERTIFIED CHECK, CASHIER'S CHECK, OR POSTAL MONEY ORDER PAYABLE TO THE "DIVISION OF REAL ESTATE SERVICES". ALL OF THE ABOVE MUST BE RECEIVED BY THE DIVISION OF REAL ESTATE SERVICES BY 5:00 P.M. WITHIN THE ABOVE TIME PERIODS.

EXECUTION OF THIS MEMORANDUM OF SALE SHALL NOT BE CONSTRUED AS AUTHORIZATION TO ENTER UPON OR USE THIS PROPERTY FOR ANY PURPOSE.

Prepared by _____ Date _____ Reviewed by _____ Date _____