



Real Estate Division
Application City of El Paso to Sell Property
Application must include aerial map

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.

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? Yes No If yes, please identify: _____

Do you have the power of Eminent Domain? Yes 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 the City of El Paso cannot directly sell a property to a member of the public. All applications will be submitted for review to determine if the property requested is in surplus. If the property is designated in surplus, the property will need to be put out to bid. Submittal of this application does not guarantee the property will be sold to the applicant.

By signing below, the applicant acknowledges and accepts the requested property is not guaranteed and the application fee will not be refunded for any reason, including this request being denied or results of the bid award process.

Requestor

Signature

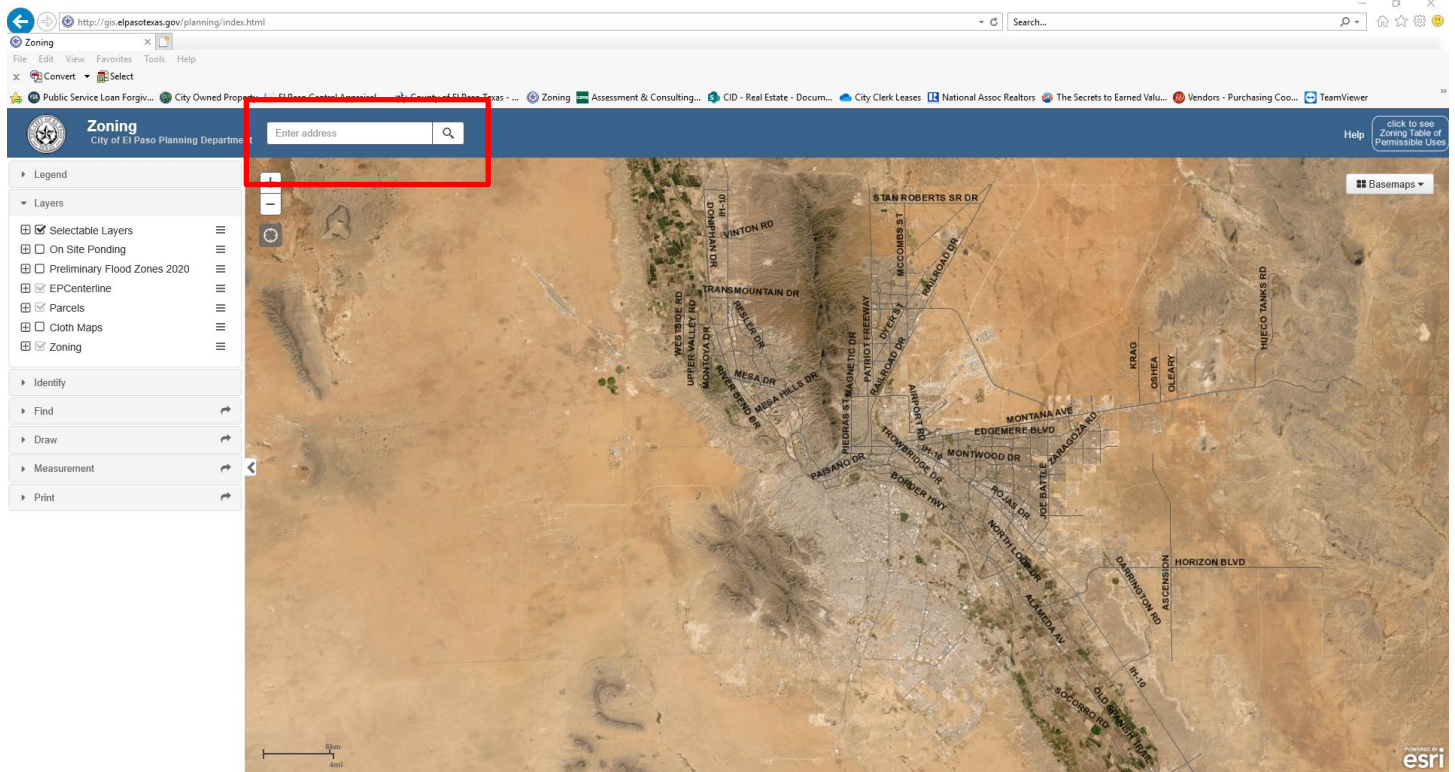
Date

ONE STOP SHOP USE ONLY

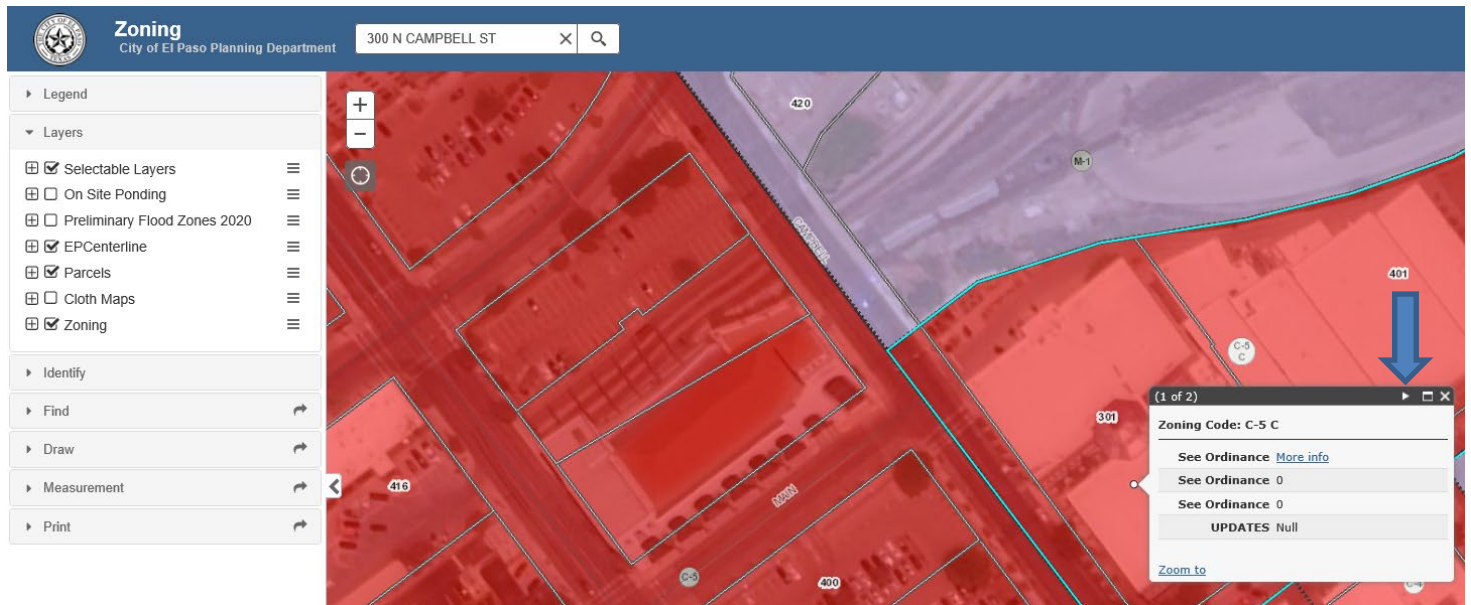
Please process payment via Real Estate Fees in Accela LPOS under Engineering (Application Fee Purchase/Sale \$1,000) and provide customer a receipt.

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”