



**Real Estate Division**  
**Public - Application for City of El Paso to Purchase Property**  
**(Property Needed for a City Project)**  
*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](mailto:realestate@elpasotexas.gov). Applications with missing information or submitted without proof of payment will not be processed or kept on file.*

<b>Background: Use the following link to determine PID #: <a href="http://gis.elpasotexas.gov/planning/index.html">http://gis.elpasotexas.gov/planning/index.html</a></b>		
PID #: _____		Address: _____
Land Sq. Ft. _____	Building Sq. Ft. _____	Desired Closing Date _____
Are there any structures or buildings on the property? _____		If so how many? _____

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 purchase the property. All property purchases 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 \_\_\_\_\_

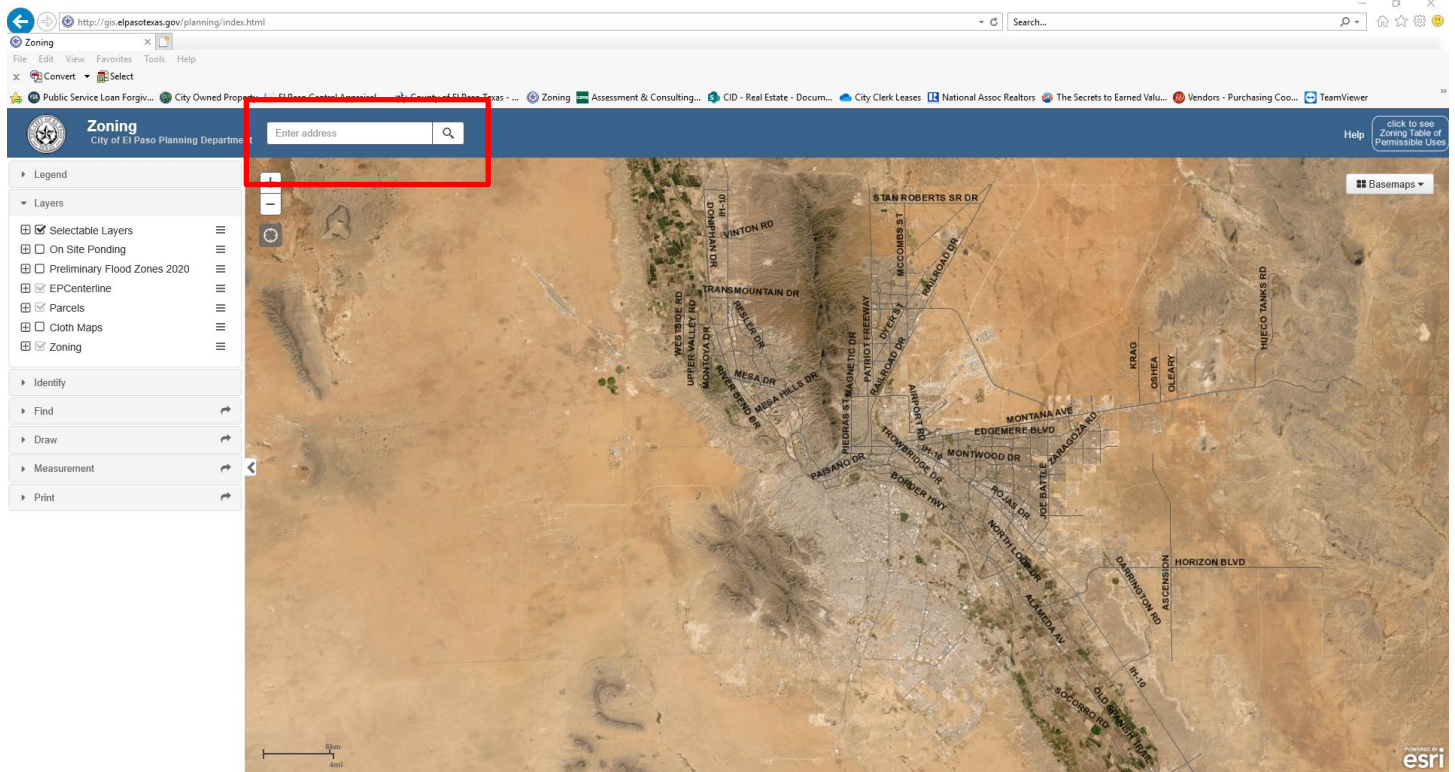
Signature \_\_\_\_\_

Date \_\_\_\_\_

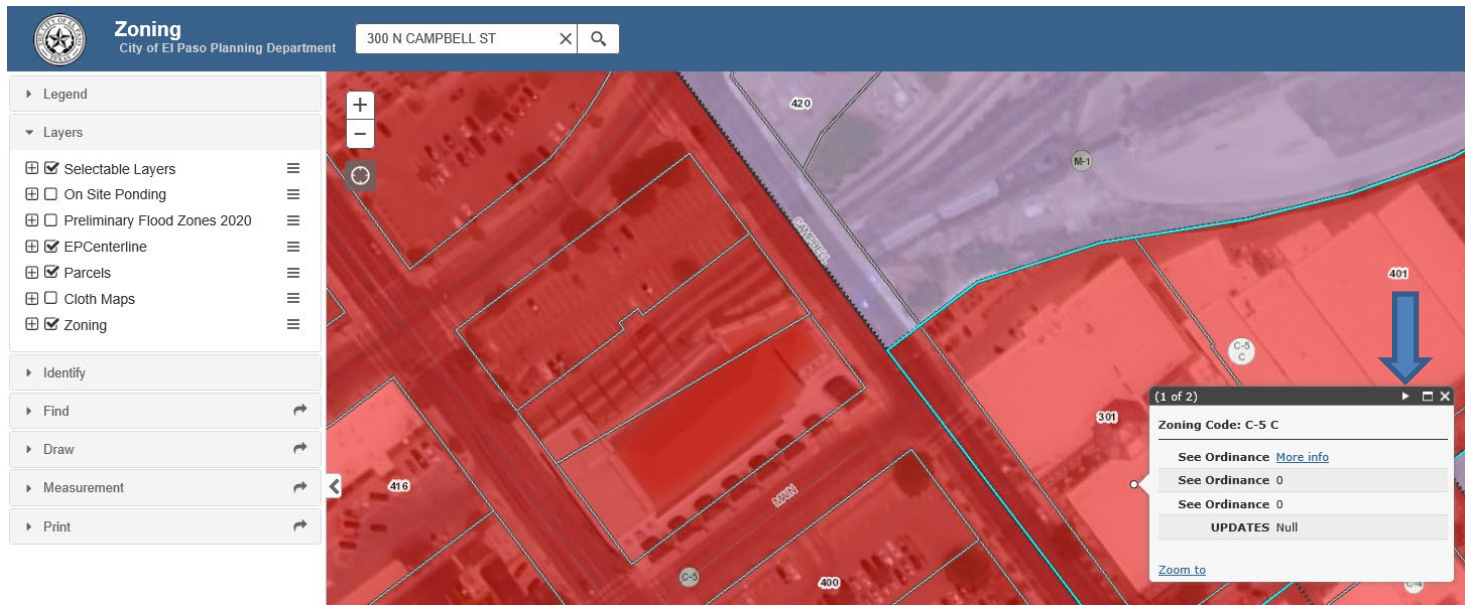
<b>ONE STOP SHOP USE ONLY</b>
<i>Please process payment via Real Estate Fees in Accela LPOS under Engineering (Application Fee Purchase/Sale - \$1,000) and provide customer a receipt.</i>

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”