

**NOTICE**  
**LETTER OF INTEREST TO PURCHASE**  
**MODULAR HOME/STRUCTURE**  
**FROM THE CITY OF CHARLES CITY**

The City of Charles City (“the City”) owns a modular home which is currently affixed to real estate located at 302 Shaw Avenue, Charles City, Iowa, legally described as: *Parcel E in the Northwest Quarter of the Northeast Quarter of Section 18, Township 95 North, Range 15 West of the 5th P.M., Floyd County Iowa, as described and depicted in Plat of Survey dated June 27, 2018, and filed June 28, 2018, as Inst. No. 2018-1357 in the Office of the Floyd County Recorder.*

The City intends to make the modular home/structure on the property available for purchase and relocation from the existing location on which the structure is affixed, and the City Engineering department intends to accept applications from third parties.

Any entity or individual may qualify to purchase the modular home at its fair market value. The purchaser will be responsible for removal of the modular home as a permanent affixture from the real estate at the purchaser’s sole cost, expense, and liability. The purchaser must be able to demonstrate the ability to complete the purchase and relocation of the structure in compliance with all local, state, and federal rules and regulations. Purchasers which intend to relocate the structure onto a lot or property located within the City limits of Charles City will be given preference.

The City anticipates that the application and sales process will consist of the following steps:

1. Completion and submission of Letter of Interest to the City Engineer
2. Review of the Letters of Interest by City staff
3. Drafting of sales/purchase agreement
4. Review of sales/purchase agreement by City Council
5. Formal approval of sales/purchase agreement by City Council
6. Sale closing

The purpose of the Letter of Interest is for the City to consider the applicant and its proposal for the purchase and relocation of the modular home within the context of City plans and objectives. If the Letter of Interest is accepted by the City, the applicant will submit a sales/purchase agreement in a form acceptable to the City, which would include detailed plans and support materials for the relocation of the structure.

Please complete this form in its entirety and return to the City on or before October 21, 2022, at 5:00 p.m. Incomplete or late applications may be returned without action taken by City staff. Please contact City Engineer John Fallis to arrange for a visible inspection of the structure.

*BALANCE OF PAGE INTENTIONALLY LEFT BLANK*

Acknowledgement:

By signing below, I am acknowledging that:

- This Letter of Interest does not obligate the City to convey the modular structure to the applicant or any other applicant.
- No sales or applications shall be subject to financing.
- The applicant acknowledges that sales and relocation of the modular home are subject to, and required to comply with, all land use and zoning requirements and other applicable City, County, and state ordinances.
- All City sales are contingent on, and require, Council approval following public notice and hearing as required by Iowa law.
- The City reserves the exclusive right and sole discretion to decide whether to engage in negotiations or transactions with any applicant.

Please acknowledge that you have read and will abide by the terms described in this Letter of Interest by signing below.

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Print Name) \_\_\_\_\_ (Date)

The City of Charles City is accepting Letters of Interest from applicants who are interested in acquiring a modular home which is currently affixed to real estate located at 302 Shaw Avenue, Charles City, Iowa, from the City of Charles City. The sale is intended to support City plans and priorities, including but not limited to increasing available housing within the City limits of Charles City.

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Proposed Relocation Address: \_\_\_\_\_

\_\_\_\_\_

Proposed Sales Price: \_\_\_\_\_

Please provide detailed information as to how applicant will complete the purchase and relocation of the structure in compliance with all local, state, and federal rules and regulations. (Attach if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List and described any prior relevant experience with relocation of modular structures:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return to (and for questions, contact):

Charles City City Hall  
Attn: John Fallis  
105 Milwaukee Mall  
Charles City, Iowa 50616  
Telephone (641) 257-6300