

CHECKLIST: CITY OF MILWAUKEE RESIDENTIAL OFFER & CLOSING

Prior to submitting an offer, buyers should do walk-through the property with the City's scope of work as a guide to better understand the rehabilitation that needs to be completed.

Also, it's important to know City-owned properties are sold in "as-is, where-is" condition. Buyers are responsible for obtaining any financing necessary to complete the purchase and repairs and for completing all Essential Repairs identified in the Scope of Work.

SUBMITTING YOUR OFFER TO PURCHASE

ALL BUYERS MUST COMPLETE AND SUBMIT THE FOLLOWING:

- ☐ Signed Offer to Purchase (dated May 2026)
 - ☐ **ALL** sections of offer to be completed (filled in or checked)
- ☐ **EXHIBIT A:** Buyer-signed Scope
- ☐ NOTE: **EXHIBIT B:** Essential Repairs Verification form can be filled out at closing.
- ☐ Copy of government-issued ID for each signing buyer
- ☐ Proof of funds for **purchase price PLUS estimate for Essential Repairs** from Scope
 - ☐ Pre-Approval Letter (for purchase or renovation financing)
 - ☐ Bank Statement (*****DO NOT SUBMIT SCREENSHOTS*****)
 - Name of the Buyer or Buying Entity identified in the Offer to Purchase must appear on the statement.
 - Minimum of Last 4 digits of account
 - Balance on account
 - Date of account (**within last 30 days**)
- ☐ If applicable, HIP (Historic) Fund Special Conditions Addendum (will be noted with listing)

OWNER OCCUPANT BUYERS MUST SUBMIT THE FOLLOWING:

- ☐ **EXHIBIT C:** Signed and Notarized Owner Occupant Verification Affidavit
 - Notary must sign and stamp the Exhibit C Affidavit prior to submitting the offer

*NOTE: The Owner Occupancy restriction is now 5-years.

INVESTOR BUYERS MUST SUBMIT THE FOLLOWING:

- ☐ **EXHIBIT F:** Signed and Notarized Investor Sale to Owner Occupant Verification Affidavit
 - Notary must sign and stamp the Exhibit F Affidavit prior to submitting the offer

IF THE BUYER IS PURCHASING THROUGH AN **ENTITY** (LLC, CORPORATION, PARTNERSHIP, ETC.), SUBMIT THE FOLLOWING:

- ☐ Articles of Incorporation/Organization
- ☐ Wisconsin Department of Financial Institutions (WDFI) printout showing registration of entity
- ☐ Corporate resolution for **signing authority** if not a sole proprietorship

CONFLICT OF INTEREST FORM MUST BE SUBMITTED IF THE FOLLOWING PERTAINS TO THE BUYER:

- ☐ The Buyer or Immediate Family Member is **City**, **RACM**, or **HACM** employee

AFTER ACCEPTANCE

BUYERS MUST SUBMIT THE FOLLOWING WITHIN 3 BUSINESS DAYS AFTER OFFER ACCEPTANCE:

- ☐ **EARNEST MONEY:** via ZOCCAM phone application or in person to Knight Barry Title Inc., 201 E Pittsburgh Ave, Suite 200, Milwaukee, WI 53204.
 - Acceptable forms of payments:
 - Certified Check
 - Cashier's Check
 - Money Order
- ☐ **TITLE INSURANCE:** Choose what type of title insurance buyer would like to move forward with. If no selection is made, the Title Company will automatically order a Letter Report.
 - Letter Report
 - Owner's Policy

HEADING TO CLOSING

BEFORE CLOSING:

- ❑ **WATER METER PHOTO:** For all properties, submit a photo to Title Company/Closer, taken as soon as possible, or within 2 weeks prior to the scheduled Closing Date, of water meter for Property, showing water meter reading as of the date of the photo, or empty water meter setting showing where the meter should be.
- ❑ **LANDLORD TRAINING CERTIFICATE:** ALL investor buyers and owner-occupants of multi-unit properties, submit City of Milwaukee DNS Landlord Training Completion Certificate. No Exceptions.

BRING TO CLOSING:

- ❑ Buyer must bring a certified check (see Closing Statement for required check amount), which includes the following:
 - The balance of Purchase Price
 - Plus, Performance Deposit
 - Plus, any other closing fees, including the Property Registration fee for investors.
- ❑ Performance Deposit is **\$3,000** for both owner-occupant buyers and investors.
- ❑ All information for Closing Agent to verify at Closing, including:
 - Buyer's proof of funds for estimated Essential Repairs (e.g., financial institution phone number and account number, etc.)
- ❑ Remove and bring **Lockbox** with key inside or **padlock** from property.
- ❑ **City of Milwaukee Listing Signs can be dropped off by agents** to 809 N Broadway, 2nd Floor.

AT CLOSING:

- ❑ Buyer assists Closing Agent in verification of funds.
- ❑ Buyer signs Exhibit B – Application for Essential Repair Verification Form, if not already completed.
- ❑ Buyer signs Closing Statement & Knight Barry Affidavit.
- ❑ Buyer must sign and pay for DNS Property Registration, unless property is an owner-occupied 1-2 family residence or condo (MCO 200-51.5)
- ❑ Buyer signs Vacant Building Registration Application (for vacant property where Essential Repairs required).
- ❑ If applicable, Buyer signs Historic Preservation and Conservation Easement.

AFTER CLOSING: TO RECEIVE YOUR PERFORMANCE DEPOSIT REFUND

- ❑ Complete all Essential Repairs identified in the Scope of Work.
- ❑ Close all permits prior to scheduling the ESSENTIAL REPAIRS INSPECTION.
 - Permit inspections are not the same as the essential repairs inspection. You will have to call for an ESSENTIAL REPAIR INSPECTION once all the permits are officially closed.
- ❑ Contact the Department of Neighborhood Services (DNS) at (414) 286-5696 to schedule an essential repairs inspection (interior and exterior. Do not wait until the end of the 180-day period).
 - Allow DNS access to inspect the Property and verify completion of the Essential Repairs.
- ❑ Obtain a DNS-stamped Essential Repair Verification Form Certificate on or before the 180-day deadline.
 - Failure to obtain DNS verification by the deadline may result in forfeiture of the Performance Deposit pursuant to the Offer to Purchase.
- ❑ DNS will provide a copy of the Essential Repair Verification form certificate to the City – Real Estate Team.
 - To check on the status of your refund, call (414) 286-0783.

Knight Barry Title Company: 414-727-4545

DCD@KnightBarry.com

DCD Real Estate Office: 414-286-5730

ResidentialClosings@milwaukee.gov