

_____, 20____

This is a template that can be used to submit an offer to purchase property from the City of Kinston through the upset bid process. This template has been created as a courtesy by Chris J. Suggs.

This is format is NOT required to submit a bid, but it does help make the process easier by providing the City of Kinston with the necessary information to make an informed decision. These letters can be mailed or delivered to the Planning Department located in Kinston City Hall (207 East King Street, Kinston, NC 28501).

Mayor & City Council
c/o Planning Department
City of Kinston
207 East King Street
Kinston, NC 28501

Dear Mayor and City Council:

I am writing to submit an offer to purchase the property owned by the City of Kinston located at _____ also identified as Parcel # _____.

I am submitting an offer in the amount of \$_____._____ for this property. **This amount is at or above 15% of the assessed tax value on the property.**

In addition to my offer, I am also including a deposit in the amount of \$_____._____. **This amount is 5% of my initial offer, or the full amount if my offer is less than \$1000.**

I understand that the City Council reserves the right to accept or reject bids at its discretion in accordance with North Carolina General Statute §160A-269.

Please feel free to contact me at _____ if I can answer any questions or concerns.

Kind regards,

_____ (Title, if representing an entity)
_____ (Name of entity, if applicable)