

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** August 18, 2023  
**FROM:** Douglas R. Gonzales, City Attorney  
**SUBJECT:** Purchase and Sale Agreement for the conveyance of City Property to Amy Ruiz in the amount of \$382,194.00, for the property located at 550 N. 66 Terrace. (First Time Homebuyer Program)

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I have reviewed the above referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Community Development
- 2) Type of Agreement – Residential Property Purchase and Sale Agreement
- 3) Method of Procurement (RFP, bid, etc.) – Pursuant to Section 13.01(a) of City Charter, entitled “Sale of City-Owned Real Property”, any property which the City proposes to sell or otherwise dispose of must be appraised by one independent, qualified appraiser, and if the appraiser values the property in excess of \$250,000.00, a second independent appraisal is required; and, if the two appraisals differ by more than 25%, a third independent appraisal is required.
- 4) Term of Contract:
  - a) initial – One time purchase
  - b) renewals (if any) – n/a
  - c) who exercises option to renew – n/a
- 5) Contract Amount – \$382,194.00
- 6) Termination Rights – If buyer fails, neglects or refuses to perform Buyer’s obligations under this Contract, including payment of the Deposit, within the time specified, City may elect to recover and retain the Deposit as agreed upon liquidated damages.
- 7) Indemnity/Insurance Requirements – N/A
- 8) Scope of Services – Conveyance of City Property to Amy Ruiz for the property located at 550 N. 66 Terrace
- 9) Other Significant Provisions:

cc: George R. Keller, Jr. CPPT, City Manager