



**Homes and  
Community Renewal**

**Housing  
Trust Fund  
Corporation**

**ANDREW M. CUOMO**  
Governor

**RUTHANNE VISNAUSKAS**  
Commissioner/CEO

## **MEMORANDUM**

**To:** Members of the Corporation

**From:** Stacey C. Mickle, Treasurer

**Date:** June 27, 2017

**Subject:** ANNUAL REPORT ON PROPERTY DISPOSAL GUIDELINES

Pursuant to Sections 2895 through 2897 of the Public Authorities Law and Section 601 of the Corporation's Procurement Contracts Guidelines, the Corporation must prepare and approve an Annual Report on Property Disposal Guidelines. After approval, the report will be submitted to the Office of the State Comptroller, the Director of the Budget, and the Commissioner of General Services, and uploaded to the PARIS reporting system maintained by the Authorities Budget Office.

A copy of the Report, together with a resolution approving it and the Property Disposal Guidelines, is attached. No changes to the Guidelines or the Corporation's Contracting Officer are proposed. Approval of the resolution is hereby recommended.



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## **PROPERTY DISPOSAL REPORT**

**For the Fiscal Year Ending March 31, 2017**

## **Housing Trust Fund Corporation**

### **Annual Property Report**

**For the Fiscal Year Ended March 31, 2017**

- I. Contracting Officer:  
Stacey C. Mickle, Treasurer  
Housing Trust Fund Corporation  
38-40 State Street  
Albany, NY 12207  
(518) 486-3407  
[stacey.mickle@nyshcr.org](mailto:stacey.mickle@nyshcr.org)
  
- II. A copy of the Corporation's *Guidelines Regarding the Use, Awarding, Monitoring and Reporting of Contracts for the Disposal of Its Property* is posted at <http://www.nyshcr.org/Agencies/HTFC/Publications>.
  
- III. Real Property – As of March 31, 2017, the Corporation owned real property related to the Governor's Office of Storm Recovery Buyout and Acquisition Programs. A listing is attached. During fiscal year ending March 31, 2017, the Governor's Office of Storm Recovery disposed of 164 properties related to the Acquisition Program. A listing of the properties sold is attached.
  
- IV. Personal Property – The Corporation disposed of no personal property during the fiscal year ended March 31, 2017 which was required to be reported on under the Law or the Corporation's Guidelines.

**Governors' Office of Storm Recovery -- Housing Trust Fund Corporation**  
**Real Property Report**  
**All Purchased Parcels 4/1/16 through 3/31/17**

Property ID	Property Address			Program	Closing Date	Purchase Price
BN-007773-AFR	2952 Brighton 8 Street	Brooklyn	NY	11235 Acquisition for Renovation	4/6/2016	\$ 328,389.06
BN-014763-AFR	3014 Gerritsen Ave	Brooklyn	NY	11229 Acquisition for Renovation	7/22/2016	\$ 434,566.33
EF-154-AQ	13 Cottage Walk	Babylon	NY	11702 Acquisition	7/14/2016	\$ 672,519.15
EF-160-AQ	19 Pershing Ave	Babylon	NY	11702 Acquisition	10/27/2016	\$ 420,614.07
EF-259-AQ	85 Norman Ave	Amityville	NY	11701 Acquisition	3/9/2017	\$ 314,976.87
EF-268-AQ	952 S 5th St	Lindenhurst	NY	11757 Acquisition	5/26/2016	\$ 294,217.80
EF-276-AQ	799 S Pecan St	Lindenhurst	NY	11757 Acquisition	3/23/2017	\$ 167,610.02
EF-280-AQ	831 S 7th St	Lindenhurst	NY	11757 Acquisition	7/21/2016	\$ 403,234.27
EF-344-AQ	510 Venetian Blvd	Lindenhurst	NY	11757 Acquisition	6/9/2016	\$ 205,823.46
EF-408-AQ	302 Richmond Ave	Amityville	NY	11701 Acquisition	12/8/2016	\$ 358,609.19
EF-426-AQ	7 Riverdale Ave	Massapequa	NY	11758 Acquisition	5/27/2016	\$ 567,318.71
EF-436-AQ	25 Captree Is	Babylon	NY	11702 Acquisition	5/26/2016	\$ 701,241.43
EF-512-AQ	34 Howard Ave	Freeport	NY	11520 Acquisition	10/20/2016	\$ 325,011.00
EF-531-AQ	656 Arthur St	Baldwin	NY	11510 Acquisition	8/4/2016	\$ 362,290.39
EF-541-AQ	663 Arthur St	Baldwin	NY	11510 Acquisition	8/4/2016	\$ 255,565.80
EF-546-AQ	139 East Ave	Freeport	NY	11520 Acquisition	5/19/2016	\$ 275,101.70
EF-554-AQ	87 Boyd St	Long Beach	NY	11561 Acquisition	12/22/2016	\$ 329,768.30
EF-584-AQ	1123 Washington Pl	Baldwin	NY	11510 Acquisition	8/25/2016	\$ 409,230.13
EF-592-AQ	37 E Shore Dr	Babylon	NY	11702 Acquisition	6/30/2016	\$ 739,669.61
EF-612-AQ	14 September Wk	Long Beach	NY	11561 Acquisition	5/27/2016	\$ 256,841.23
EF-630-AQ	82 E Pine St	Long Beach	NY	11561 Acquisition	5/5/2016	\$ 250,619.61
EF-674-AQ	107 Sequams Ln W	West Islip	NY	11795 Acquisition	10/13/2016	\$ 706,291.62
EF-679-AQ	405 S Great Neck Rd	Copiague	NY	11726 Acquisition	2/10/2017	\$ 303,219.95
EF-772-AQ	141 St. Marks Ave	Freeport	NY	11520 Acquisition	5/19/2016	\$ 411,541.00
EF-789-AQ	51 Dalton Street	Long Beach	NY	11561 Acquisition	4/26/2016	\$ 469,489.22
EF-810-AQ	3405 Oceanside Road	Oceanside	NY	11572 Acquisition	12/15/2016	\$ 253,902.64
EF-832-AQ	195 Junction Road	Howes Cave	NY	12092 Acquisition	11/17/2016	\$ 54,909.28
EF-841-AQ	17 Bayview Place	Amityville	NY	11701 Acquisition	11/23/2016	\$ 179,172.79
EF-842-AQ	131 Nassau Ln	Island Park	NY	11558 Acquisition	6/30/2016	\$ 324,590.85
EF-843-AQ	3880 Highway Route 20	Sloansville	NY	12160 Acquisition	8/10/2016	\$ 38,456.00
EF-844-AQ	25 Verdi Ter	Lindenhurst	NY	11757 Acquisition	8/18/2016	\$ 372,047.15
EF-845-AQ	907 South 7th St	Lindenhurst	NY	11757 Acquisition	1/26/2017	\$ 473,959.98
EF-856-AQ	20 Meister Blvd	Freeport	NY	11520 Acquisition	6/9/2016	\$ 298,912.58
EF-857-AQ	73 Lester Ave	Freeport	NY	11520 Acquisition	12/29/2016	\$ 275,438.56
EF-858-AQ	527 Bay 5th Street	West Islip	NY	11795 Acquisition	5/26/2016	\$ 517,333.89
EF-859-AQ	51 West Blvd	East Rockaway	NY	11518 Acquisition	5/12/2016	\$ 360,273.60
EF-860-AQ	6 W Evans St	East Rockaway	NY	11518 Acquisition	11/23/2016	\$ 340,049.78
EF-861-AQ	48 North Boulevard	East Rockaway	NY	11518 Acquisition	8/11/2016	\$ 287,168.68
EF-893-AQ	37 Mott St	Oceanside	NY	11572 Acquisition	3/16/2017	\$ 478,999.22
EF-894-AQ	114 Cary Place	Freeport	NY	11520 Acquisition	9/29/2016	\$ 335,800.71
EF-895-AQ	3452 Park Ave	Oceanside	NY	11572 Acquisition	3/16/2017	\$ 595,988.25
EF-898-AQ	101 Sequams Ln W	West Islip	NY	11795 Acquisition	11/10/2016	\$ 580,053.08
EF-899-AQ	10 Spruce Place	Lindenhurst	NY	11757 Acquisition	11/17/2016	\$ 193,915.24
EF-901-AQ	28 Riverside Ave	Amityville	NY	11701 Acquisition	2/24/2017	\$ 463,869.18
ER-015-AQ	16 Huntington Dr	Mastic Beach	NY	11951 Acquisition	12/1/2016	\$ 69,392.04
ER-039-AQ	20 Wavecrest Dr	Mastic Beach	NY	11951 Acquisition	9/15/2016	\$ 154,459.26
ER-082-AQ	63 Culross Drive	Rocky Point	NY	11778 Acquisition	3/8/2017	\$ 509,613.52
ES-084-AQ	22 Fifth Ave	Tioga Center	NY	13845 Acquisition	1/26/2017	\$ 140,197.61
FL-075-BA	290 Longneck Blvd	Riverhead	NY	11901 Buyout	6/23/2016	\$ 151,850.04
FL-157-BA	71 Laurel Ave	Flanders	NY	11901 Buyout	5/26/2016	\$ 151,870.05
FW-001-BA	18 Warren Dr	Hopewell Junction	NY	12533 Buyout	4/26/2016	\$ 342,741.14
FW-003-BA	17 River Road	Tuxedo Park	NY	10987 Buyout	2/23/2017	\$ 217,097.27
FW-004-BA	110 Lonergan Dr	Suffern	NY	10901 Buyout	8/11/2016	\$ 317,590.70
FW-005-BA	50 Orchard St	Warwick	NY	10990 Buyout	10/6/2016	\$ 115,585.91
FW-007-BA	22 Mt Pleasant Rd	Mount Tremper	NY	12457 Buyout	2/2/2017	\$ 150,282.69
GRB-008-BA	6 Cherokee St	Staten Island	NY	10305 Buyout	7/13/2016	\$ 361,165.06
GRB-012-BA	22 Sioux St	Staten Island	NY	10305 Buyout	4/27/2016	\$ 173,955.49
GRB-037-BA	0 Jay St	Staten Island	NY	10305 Buyout	1/4/2017	\$ 412,714.06
GRB-042a-BA	0 Graham Blvd	Staten Island	NY	10305 Buyout	5/24/2016	\$ 487,788.06
GRB-051-BA	431 Slater Blvd	Staten Island	NY	10305 Buyout	6/29/2016	\$ 675,601.06
GRB-053-BA	701 Seaver Ave	Staten Island	NY	10305 Buyout	8/31/2016	\$ 155,576.08
GRB-099-BA	24 Iona St	Staten Island	NY	10305 Buyout	6/22/2016	\$ 333,392.06

GRB-141-AQ	427 Slater Blvd	Staten Island	NY	10305	Acquisition	3/15/2017	\$	608,823.75
GRB-169-BA	0 Jefferson Ave	Staten Island	NY	10306	Buyout	5/26/2016	\$	34,998.06
GRB-194-BA	788 Olympia Blvd	Staten Island	NY	10305	Buyout	8/3/2016	\$	592,899.06
GRB-195-BA	5 Iroquois St	Staten Island	NY	10305	Buyout	8/17/2016	\$	399,637.06
GRB-197-BA	799 Fr Capodanno Blvd	Staten Island	NY	10305	Buyout	1/25/2017	\$	581,948.33
GRB-205-BA	21 Graham Blvd	Staten Island	NY	10305	Buyout	5/24/2016	\$	465,882.06
GRB-212-BA	786 Olympia Blvd	Staten Island	NY	10305	Buyout	8/10/2016	\$	495,729.40
GRB-226a-BA	0 Olympia Blvd	Staten Island	NY	10305	Buyout	5/24/2016	\$	272,494.06
GRB-258-BA	47 Baden Pl	Staten Island	NY	10305	Buyout	5/4/2016	\$	498,954.06
GRB-261-BA	13 Sioux St	Staten Island	NY	10305	Buyout	8/24/2016	\$	221,043.70
GRB-262a-BA	0 Colony Ave	Staten Island	NY	10305	Buyout	3/1/2017	\$	813,489.06
GRB-263-BA	0 Colony Ave	Staten Island	NY	10305	Buyout	3/1/2017	\$	74,634.06
GRB-265a-BA	0 Seaver Ave	Staten Island	NY	10305	Buyout	3/1/2017	\$	96,686.06
GRB-274-BA	0 Baden Pl	Staten Island	NY	10305	Buyout	3/1/2017	\$	499,679.06
GRB-275-BA	795 Fr Capodanno Blvd	Staten Island	NY	10305	Buyout	10/25/2016	\$	487,963.06
GRB-281-BA	18 Sioux St	Staten Island	NY	10305	Buyout	5/11/2016	\$	281,935.98
GRB-335-BA	677 Seaver Ave	Staten Island	NY	10305	Buyout	5/11/2016	\$	398,857.17
GRB-341-BA	0 Graham Blvd	Staten Island	NY	10305	Buyout	1/4/2017	\$	261,454.06
LH-009-BA	974 S 4th St	Lindenhurst	NY	11757	Buyout	5/26/2016	\$	477,633.37
LH-062-BA	894 S Bay St	Lindenhurst	NY	11757	Buyout	1/26/2017	\$	462,281.71
LH-081-BA	885 Anthony Dr	Lindenhurst	NY	11757	Buyout	6/23/2016	\$	840,679.92
LH-138-BA	812 Atlantic St	Lindenhurst	NY	11757	Buyout	6/9/2016	\$	252,594.63
LH-162-BA	860 Ocean St	Lindenhurst	NY	11757	Buyout	11/23/2016	\$	296,632.83
MB-021-BA	87 Laurelton Dr	Mastic Beach	NY	11951	Buyout	9/29/2016	\$	151,571.85
MB-022-BA	87A Laurelton Dr	Mastic Beach	NY	11951	Buyout	9/15/2016	\$	42,753.99
MB-025-BA	79 Laurelton Dr	Mastic Beach	NY	11951	Buyout	5/19/2016	\$	49,069.81
MB-036-BA	0 Huntington Dr	Mastic Beach	NY	11951	Buyout	7/21/2016	\$	58,047.40
MB-041-BA	0 Huntington Dr	Mastic Beach	NY	11951	Buyout	9/29/2016	\$	39,039.73
MB-042-BA	62 Huntington Dr	Mastic Beach	NY	11951	Buyout	9/29/2016	\$	279,597.64
MB-054a-BA	53 Huntington Dr	Mastic Beach	NY	11951	Buyout	10/6/2016	\$	161,701.17
MB-057-BA	743 Riviera Dr	Mastic Beach	NY	11951	Buyout	5/19/2016	\$	189,406.06
MB-067-BA	0 Blue Point Rd	Mastic Beach	NY	11951	Buyout	10/20/2016	\$	43,977.04
MB-073-BA	0 Diana Dr	Mastic Beach	NY	11951	Buyout	7/21/2016	\$	41,315.30
MB-074-BA	0 Walnut	Mastic Beach	NY	11951	Buyout	7/21/2016	\$	35,791.30
MB-080-BA	0 Walnut Rd	Mastic Beach	NY	11951	Buyout	6/30/2016	\$	41,336.05
MB-095-BA	0 Grove Rd W	Mastic Beach	NY	11951	Buyout	7/28/2016	\$	35,766.94
MB-099-BA	0 Magnolia Dr	Mastic Beach	NY	11951	Buyout	8/11/2016	\$	24,599.96
MB-109-BA	0 Locust Dr	Mastic Beach	NY	11951	Buyout	7/28/2016	\$	35,886.43
OBBO-101-BA	11 Kissam Ave	Staten Island	NY	10306	Buyout	3/8/2017	\$	431,593.85
OBBO-163-BA	106 Tarlton St	Staten Island	NY	10306	Buyout	5/24/2016	\$	452,134.62
OBBO-183-BA	126 Kissam Ave	Staten Island	NY	10306	Buyout	8/17/2016	\$	250,413.06
OBBO-237-BA	0 Tarlton St	Staten Island	NY	10306	Buyout	5/19/2016	\$	34,998.06
OBBO-289-BA	546 Merkel Pl	Staten Island	NY	10306	Buyout	4/27/2016	\$	691,418.95
OBBO-309-BA	523 Merkel Pl	Staten Island	NY	10306	Buyout	7/19/2016	\$	521,080.06
OBBO-324-BA	133 Dugdale St	Staten Island	NY	10306	Buyout	8/12/2016	\$	493,909.02
OBBO-446-BA	0 Fox Ln	Staten Island	NY	10306	Buyout	4/7/2016	\$	47,462.06
OBBO-452-BA	502 Mill Rd	Staten Island	NY	10306	Buyout	4/27/2016	\$	432,565.06
OBBO-705-BA	0 Great Kills Lane	Staten Island	NY	10306	Buyout	3/15/2017	\$	4,536.38
OBBO-743a-BA	0 Tarleton St	Staten Island	NY	10306	Buyout	9/28/2016	\$	228,531.06
OBZ-059-BA	728 Buel Ave	Staten Island	NY	10305	Buyout	7/6/2016	\$	251,998.65
OBZ-093-BA	724 Liberty Ave	Staten Island	NY	10305	Buyout	12/23/2016	\$	315,889.61
OBZ-094-BA	722 Liberty Ave	Staten Island	NY	10305	Buyout	7/27/2016	\$	487,800.06
OBZ-098-BA	714 Liberty Ave	Staten Island	NY	10305	Buyout	6/8/2016	\$	487,963.06
OBZ-099-BA	712 Liberty Ave	Staten Island	NY	10305	Buyout	6/29/2016	\$	472,746.34
OBZ-138-BA	772 Seaview Ave	Staten Island	NY	10305	Buyout	1/11/2017	\$	405,159.06
OBZ-146-BA	752 Seaview Ave	Staten Island	NY	10305	Buyout	8/31/2016	\$	305,047.06
QN-000304-AFR	102-10A 160 Avenue	Jamaica	NY	11414	Acquisition for Renovation	12/28/2016	\$	298,615.06
QN-005333-AFR	540 Cross Bay Boulevard	Broad Channel	NY	11693	Acquisition for Renovation	10/26/2016	\$	226,424.06
QN-009081-AFR	99-72 Burlingham Ct	Jamaica	NY	11414	Acquisition for Renovation	9/7/2016	\$	325,978.86
QN-011701-AFR	69-23 Hessler Ave	Arverne	NY	11692	Acquisition for Renovation	9/7/2016	\$	212,621.01
QN-017137-AFR	20 Bayview Avenue	Jamaica	NY	11414	Acquisition for Renovation	12/29/2016	\$	305,992.19
QN-017660-AFR	155-12 78th Street	Howard Beach	NY	11414	Acquisition for Renovation	5/25/2016	\$	562,371.78
SC-002-BA	159 Santa Barbara Rd E	Lindenhurst	NY	11757	Buyout	6/16/2016	\$	373,254.58
SC-020-BA	71 E Santa Barbara Rd	Lindenhurst	NY	11757	Buyout	6/23/2016	\$	552,209.16
SC-021-BA	65 E Santa Barbara Rd	Lindenhurst	NY	11757	Buyout	1/19/2017	\$	434,513.01
SI-000693-AFR	1178 Mason Avenue	Staten Island	NY	10306	Acquisition for Renovation	5/30/2016	\$	118,891.85

SI-002181-AFR	52 Hempstead Avenue	Staten Island	NY	10306	Acquisition for Renovation	4/23/2016	\$	328,501.06
SI-002931-AFR	16 Milbank Road	Staten Island	NY	10306	Acquisition for Renovation	4/19/2016	\$	213,074.06
SI-004636-AFR	210 Wiman Ave	Staten Island	NY	10308	Acquisition for Renovation	9/28/2016	\$	457,062.04
SI-005964-AFR	445 Manhattan Street	Staten Island	NY	10307	Acquisition for Renovation	10/27/2016	\$	484,799.06
SI-006116-AFR	541 Greely Ave	Staten Island	NY	10306	Acquisition for Renovation	7/6/2016	\$	335,246.06
SI-006925-AFR	90 Mc Laughlin St	Staten Island	NY	10305	Acquisition for Renovation	7/8/2016	\$	342,432.66
SI-007251-AFR	308 Olympia Boulevard	Staten Island	NY	10305	Acquisition for Renovation	4/13/2016	\$	172,925.06
SI-008266-AFR	4 Milbank Road	Staten Island	NY	10306	Acquisition for Renovation	12/8/2016	\$	173,962.06
SI-008849-AFR	15 Morris Place	Staten Island	NY	10308	Acquisition for Renovation	9/7/2016	\$	337,307.86
SI-008898-AFR	324 Seaver Ave	Staten Island	NY	10305	Acquisition for Renovation	12/28/2016	\$	424,695.06
SI-011445-AFR	43 Boundary Ave	Staten Island	NY	10306	Acquisition for Renovation	7/29/2016	\$	537,219.66
SI-011570-AFR	43 Maple Terrace	Staten Island	NY	10306	Acquisition for Renovation	7/13/2016	\$	251,948.21
SI-012704-AFR	62 Maple Terrace	Staten Island	NY	10306	Acquisition for Renovation	7/13/2016	\$	144,516.06
SI-013448-AFR	438 Mason Avenue	Staten Island	NY	10305	Acquisition for Renovation	8/31/2016	\$	348,473.06
SI-013667-AFR	57 Neutral Ave	Staten Island	NY	10306	Acquisition for Renovation	8/10/2016	\$	289,821.33
SI-013838-AFR	64 Mapleton Ave	Staten Island	NY	10306	Acquisition for Renovation	10/28/2016	\$	253,206.44
SI-014207-AFR	449 Stoneham St	Staten Island	NY	10306	Acquisition for Renovation	7/22/2016	\$	367,323.39
SI-014306-AFR	16 Neptune Street	Staten Island	NY	10306	Acquisition for Renovation	12/13/2016	\$	233,975.06
SI-015097-AFR	806-808 Patterson Avenue	Staten Island	NY	10306	Acquisition for Renovation	1/18/2017	\$	364,353.06
SI-015871-AFR	183 Kiswick Street	Staten Island	NY	10306	Acquisition for Renovation	3/1/2017	\$	88,534.06
SI-016072-AFR	1 Morris Place	Staten Island	NY	10308	Acquisition for Renovation	7/6/2016	\$	463,899.06
SI-016737-AFR	44 Neutral Avenue	Staten Island	NY	10306	Acquisition for Renovation	7/13/2016	\$	154,656.06
SI-018604-AFR	229 Roma Ave	Staten Island	NY	10306	Acquisition for Renovation	5/5/2016	\$	544,058.06
SI-020707-AFR	364 Freeborn St	Staten Island	NY	10306	Acquisition for Renovation	6/1/2016	\$	179,024.06
SI-021319-AFR	71 Mapleton Ave	Staten Island	NY	10306	Acquisition for Renovation	12/23/2016	\$	294,094.06
SI-021612-AFR	25 Millbank Rd	Staten Island	NY	10306	Acquisition for Renovation	9/28/2016	\$	185,465.26
SI-024717-AFR	55 Groton Street	Staten Island	NY	10312	Acquisition for Renovation	5/18/2016	\$	378,459.06
SI-024761-AFR	304 Seaver Avenue	Staten Island	NY	10305	Acquisition for Renovation	1/25/2017	\$	353,416.06
SI-025668-AFR	198 Freeborn St	Staten Island	NY	10306	Acquisition for Renovation	7/27/2016	\$	248,852.06
VP-009-BA	18 Smith St	Patchogue	NY	11772	Buyout	4/26/2016	\$	470,313.78
VP-014-BA	28 Smith St	Patchogue	NY	11772	Buyout	12/15/2016	\$	527,456.43
VP-053-BA	16 S Breeze Dr	Patchogue	NY	11772	Buyout	7/7/2016	\$	654,790.65
VS-024-BA	529 Venetian Blvd	Lindenhurst	NY	11757	Buyout	6/9/2016	\$	454,363.89

**Governor's Office of Storm Recovery**  
**Real Property Report**  
**All Property Sold 4/1/16 through 3/31/17**

Property ID	Property Address			Closing Date	Sale Price
EF-022-AQ	159 Radcliffe Rd	Island Park	NY	11558 7/19/2016	\$ -
EF-053-AQ	41 Ripplewater Ave	Massapequa	NY	11758 7/19/2016	\$ -
EF-079-AQ	446 Deauville Pkwy	Lindenhurst	NY	11757 7/19/2016	\$ -
EF-121-AQ	1120 Jefferson Pl	Baldwin	NY	11510 8/24/2016	\$ -
EF-327-AQ	15 Albert Rd	Amityville	NY	11701 7/19/2016	\$ -
EF-414-AQ	3 Seneca Pl	Massapequa	NY	11758 7/19/2016	\$ -
EF-486-AQ	1116 Jefferson Pl	Baldwin	NY	11510 8/24/2016	\$ -
EF-518-AQ	61 Surf Rd	Lindenhurst	NY	11757 7/19/2016	\$ -
EF-649-AQ	90 Surf Rd	Lindenhurst	NY	11757 7/19/2016	\$ -
EF-742-AQ	467 Smith Ave	Islip	NY	11751 8/24/2016	\$ -
EF-761-AQ	23 Lee Pl	Amityville	NY	11701 7/19/2016	\$ -
EF-803-AQ	59 Hasting Road	Island Park	NY	11558 7/19/2016	\$ -
EF-820-AQ	241 S. Bayview Avenue	Amityville	NY	11701 7/19/2016	\$ -
EF-834-AQ	35 Nassau Ln	Island Park	NY	11558 7/19/2016	\$ -
ER-009-AQ	224 Dogwood Rd	Mastic Beach	NY	11951 7/27/2016	\$ 4,000.00
ER-050-AQ	39 Washington Dr	Mastic Beach	NY	11951 8/17/2016	\$ 3,000.00
FL-020-BA	191 Temple Ave	Riverhead	NY	11901 10/12/2016	\$ -
FL-027-BA	141 Temple Ave	Riverhead	NY	11901 10/12/2016	\$ -
FL-048-BA	206 Sylvan Ave	Riverhead	NY	11901 10/12/2016	\$ -
FL-050-BA	194 Sylvan Ave	Riverhead	NY	11901 10/12/2016	\$ -
FL-051-BA	186 Sylvan Ave	Riverhead	NY	11901 10/12/2016	\$ -
FL-052-BA	287 Royal Ave	Riverhead	NY	11901 10/12/2016	\$ -
FL-062-BA	298 Royal Ave	Riverhead	NY	11901 10/12/2016	\$ -
FL-066-BA	301 Longneck Blvd	Riverhead	NY	11901 10/12/2016	\$ -
FL-088-BA	52 Pine Ave	Riverhead	NY	11901 10/12/2016	\$ -
FL-090-BA	70 Pine Ave	Riverhead	NY	11901 10/12/2016	\$ -
FL-091-BA	76 Pine Ave	Riverhead	NY	11901 10/12/2016	\$ -
FL-093-BA	92 Pine Ave	Riverhead	NY	11901 10/12/2016	\$ -
FL-104-BA	27 Pine Ave	Riverhead	NY	11901 10/12/2016	\$ -
FL-105-BA	31 Pine Ave	Riverhead	NY	11901 10/12/2016	\$ -
FL-106-BA	35 Pine Ave	Riverhead	NY	11901 10/12/2016	\$ -
MB-028a-BA	75 Laurelton Dr	Mastic Beach	NY	11951 3/10/2017	\$ -
MB-031-BA	65 Laurelton Dr	Mastic Beach	NY	11951 3/10/2017	\$ -
MB-036-BA	0 Huntington Dr	Mastic Beach	NY	11951 3/10/2017	\$ -
MB-052-BA	57 Huntington Dr	Mastic Beach	NY	11951 3/10/2017	\$ -
MB-056-BA	45 Huntington Dr	Mastic Beach	NY	11951 3/10/2017	\$ -
MB-063-BA	18 Blue Point Rd	Mastic Beach	NY	11951 3/10/2017	\$ -
MB-067-BA	0 Blue Point Rd	Mastic Beach	NY	11951 3/10/2017	\$ -
MB-068-BA	0 Floral Ct	Mastic Beach	NY	11951 3/10/2017	\$ -
MB-069-BA	0 Iris Rd	Mastic Beach	NY	11951 3/10/2017	\$ -
MB-072-BA	0 Diana Dr	Mastic Beach	NY	11951 3/10/2017	\$ -
MB-073-BA	0 Diana Dr	Mastic Beach	NY	11951 3/10/2017	\$ -

MB-074-BA	0 Walnut	Mastic Beach	NY	11951	3/10/2017	\$	-
MB-075-BA	0 Walnut	Mastic Beach	NY	11951	3/10/2017	\$	-
MB-076-BA	7 Floral Ct	Mastic Beach	NY	11951	3/10/2017	\$	-
MB-080-BA	0 Walnut Rd	Mastic Beach	NY	11951	3/10/2017	\$	-
MB-081-BA	0 Diana Dr	Mastic Beach	NY	11951	3/10/2017	\$	-
MB-082a-BA	53 Violet Rd	Mastic Beach	NY	11951	3/10/2017	\$	-
MB-088-BA	0 Violet Rd	Mastic Beach	NY	11951	3/10/2017	\$	-
MB-093-BA	34 Cranberry Dr	Mastic Beach	NY	11951	3/10/2017	\$	-
MB-095-BA	0 Grove Rd W	Mastic Beach	NY	11951	3/10/2017	\$	-
MB-099-BA	0 Magnolia Dr	Mastic Beach	NY	11951	3/10/2017	\$	-
MB-109-BA	0 Locust Dr	Mastic Beach	NY	11951	3/10/2017	\$	-
VP-023-BA	376 Rider Ave	Patchogue	NY	11772	11/22/2016	\$	-
VP-035-BA	14 Dewitt Ave	Patchogue	NY	11772	11/22/2016	\$	-
VP-039-BA	3 Dewitt Ave	Patchogue	NY	11772	11/22/2016	\$	-
VP-044-BA	489 Bay Ave	Patchogue	NY	11772	3/10/2017	\$	-
VP-046-BA	499 Bay Ave	Patchogue	NY	11772	3/10/2017	\$	-
VP-052-BA	10 S Breeze Dr	Patchogue	NY	11772	3/10/2017	\$	-
BN-017370-AF	2672 E. 12 Street	Brooklyn	NY	11235	6/21/2016	\$	424,000.00
EF-036-AQ	628 Barnes Ave	Baldwin	NY	11510	8/26/2016	\$	153,700.00
EF-077-AQ	995 Pacific St	Lindenhurst	NY	11757	7/7/2016	\$	196,100.00
EF-148-AQ	709 S 7th St	Lindenhurst	NY	11757	7/12/2016	\$	153,700.00
EF-189-AQ	72 Quebec Rd	Island Park	NY	11558	8/25/2016	\$	222,600.00
EF-222-AQ	29 W 4th St	Freeport	NY	11520	6/28/2016	\$	159,000.00
EF-319-AQ	35 Ann Drive East	Freeport	NY	11520	6/17/2016	\$	196,100.00
EF-324-AQ	9 Eighth Ave	East Rockaway	NY	11518	7/8/2016	\$	148,400.00
EF-343-AQ	30 Park Ln Pl	Massapequa	NY	11758	9/9/2016	\$	265,000.00
EF-364-AQ	648 Arthur St	Baldwin	NY	11510	7/12/2016	\$	143,100.00
EF-370-AQ	239 Sequams Ln Ctr	West Islip	NY	11795	7/26/2016	\$	397,500.00
EF-383-AQ	109 Lighthouse Rd	Babylon	NY	11702	7/22/2016	\$	424,000.00
EF-448-AQ	71 E Kissimee Rd	Lindenhurst	NY	11757	6/14/2016	\$	111,300.00
EF-462-AQ	902 S 7th St	Lindenhurst	NY	11757	7/7/2016	\$	143,100.00
EF-475-AQ	208 Lee Place	Bellmore	NY	11710	7/12/2016	\$	111,300.00
EF-495-AQ	58 Lorraine Rd	Island Park	NY	11558	7/7/2016	\$	143,100.00
EF-497-AQ	451 Venetian Blvd	Lindenhurst	NY	11757	9/14/2016	\$	137,800.00
EF-517-AQ	77 Parma Rd	Island Park	NY	11558	6/8/2016	\$	238,500.00
EF-573-AQ	19 Garfield Pl	Lindenhurst	NY	11757	8/4/2016	\$	111,300.00
EF-575-AQ	912 S 6th St	Lindenhurst	NY	11757	7/7/2016	\$	143,100.00
EF-599-AQ	934 South 6th St	Lindenhurst	NY	11757	7/20/2016	\$	344,500.00
EF-624-AQ	26 Bayview Ave W	Lindenhurst	NY	11757	8/9/2016	\$	137,800.00
EF-628-AQ	44 Buchanan Ave	Amityville	NY	11701	8/8/2016	\$	153,700.00
EF-631-AQ	84 East Pine St	Long Beach	NY	11561	7/20/2016	\$	95,400.00
EF-632-AQ	85 Leewater Ave	Massapequa	NY	11758	6/17/2016	\$	636,000.00
EF-642-AQ	46 Warwick Rd	Island Park	NY	11558	7/8/2016	\$	233,200.00
EF-684-AQ	69 Leewater Ave	Massapequa	NY	11758	9/8/2016	\$	355,100.00
EF-707-AQ	5 Surf Rd	Lindenhurst	NY	11757	6/15/2016	\$	185,500.00
EF-727-AQ	823 S 5th St	Lindenhurst	NY	11757	6/16/2016	\$	143,100.00
EF-743-AQ	90 E Hudson St	Long Beach	NY	11561	7/8/2016	\$	169,600.00



EF-753-AQ	153 S Ocean Ave	Massapequa	NY	11758	8/16/2016	\$ 424,000.00
EF-760-AQ	3325 Bayfront Dr	Baldwin	NY	11510	8/16/2016	\$ 249,100.00
EF-762-AQ	329 East Shore Dr	Massapequa	NY	11758	8/23/2016	\$ 450,500.00
EF-765-AQ	551 Fire Island Ave	Babylon	NY	11702	7/19/2016	\$ 275,600.00
EF-771-AQ	84 California St	Long Beach	NY	11561	7/11/2016	\$ 265,000.00
EF-773-AQ	2338 Pine St	Seaford	NY	11783	7/28/2016	\$ 185,500.00
EF-776-AQ	32 Radcliffe Road	Island Park	NY	11558	6/27/2016	\$ 83,200.00
EF-781-AQ	53 Pershing Ave	Babylon	NY	11702	9/9/2016	\$ 318,000.00
EF-794-AQ	827 South Fifth Street	Lindenhurst	NY	11757	6/17/2016	\$ 275,600.00
EF-798-AQ	130 Williamson Street	East Rockaway	NY	11518	7/12/2016	\$ 95,400.00
EF-829-AQ	59 Nebraska Street	Long Beach	NY	11561	8/25/2016	\$ 238,500.00
EF-830-AQ	12 Lee Place	Amity Harbor	NY	11701	6/16/2016	\$ 127,200.00
EF-831-AQ	5 East Hampton Road	Lindenhurst	NY	11757	9/22/2016	\$ 196,100.00
EF-833-AQ	2669 Landing Ave	Bellmore	NY	11710	6/24/2016	\$ 196,100.00
EF-847-AQ	36 Kent Rd	Island Park	NY	11558	7/15/2016	\$ 95,400.00
EF-848-AQ	270 East State St	Long Beach	NY	11561	7/11/2016	\$ 238,500.00
EF-850-AQ	19 Albert Rd	Amity Harbor	NY	11701	6/24/2016	\$ 169,600.00
EF-852-AQ	1122 Van Buren Place	Baldwin	NY	11510	8/25/2016	\$ 111,300.00
EF-853-AQ	12 Shore Rd	Babylon	NY	11702	6/10/2016	\$ 153,700.00
ER-001-AQ	24 Peconic Dr	Mastic Beach	NY	11951	2/8/2017	\$ 3,500.00
ER-039-AQ	20 Wavcrest Dr	Mastic Beach	NY	11951	2/8/2017	\$ 3,800.00
ER-051-AQ	17 Shore Dr	Sound Beach	NY	11789	1/12/2017	\$ 12,500.00
ES-007-AQ	19 Grassy Point Rd	Stony Point	NY	10980	7/20/2016	\$ 37,100.00
ES-011-AQ	23 Rivers Edge Rd	Port Jervis	NY	12771	6/7/2016	\$ 84,800.00
QN-004557-AI	157-50 92nd Street	Jamaica	NY	11414	9/13/2016	\$ 418,700.00
SI-000007-AFF	209 Wiman Avenue	Staten Island	NY	10308	6/23/2016	\$ 302,100.00
SI-000352-AFF	40 Topping Street	Staten Island	NY	10306	6/14/2016	\$ 127,200.00
SI-001225-AFF	337 Hunter Avenue	Staten Island	NY	10306	7/22/2016	\$ 243,800.00
SI-001363-AFF	67 Cedar Grove Ave.	Staten Island	NY	10306	7/21/2016	\$ 63,600.00
SI-001522-AFF	363 Hunter Avenue	Staten Island	NY	10306	7/21/2016	\$ 68,900.00
SI-001860-AFF	167 Moreland Street	Staten Island	NY	10306	8/23/2016	\$ 58,300.00
SI-001869-AFF	169 Grimsby Street	Staten Island	NY	10306	7/21/2016	\$ 328,600.00
SI-001915-AFF	325 Dongan Hills Avenue	Staten Island	NY	10305	8/3/2016	\$ 339,200.00
SI-002043-AFF	164A Grimsby Ave	Staten Island	NY	10306	8/15/2016	\$ 100,700.00
SI-002291-AFF	18 Garibaldi Avenue	Staten Island	NY	10306	8/3/2016	\$ 302,100.00
SI-002777-AFF	1146 OLYMPIA BOULEVAR	STATEN ISLAND	NY	10306	7/13/2016	\$ 302,100.00
SI-003304-AFF	129 Hett Avenue	Staten Island	NY	10306	6/7/2016	\$ 58,300.00
SI-003681-AFF	333 Colony Avenue	Staten Island	NY	10306	7/13/2016	\$ 302,100.00
SI-003706-AFF	366 Freeborn Street	Staten Island	NY	10306	8/17/2016	\$ 402,800.00
SI-003890-AFF	172 Baden Place	Staten Island	NY	10306	8/16/2016	\$ 111,300.00
SI-004158-AFF	73 Cedar Grove Avenue	Staten Island	NY	10306	8/24/2016	\$ 79,500.00
SI-004498-AFF	11 Morris Place	Staten Island	NY	10308	6/29/2016	\$ 243,800.00
SI-005587-AFF	205 Wiman Avenue	Staten Island	NY	10308	6/23/2016	\$ 302,100.00
SI-005736-AFF	77 Goodall Street	Staten Island	NY	10308	7/8/2016	\$ 111,300.00
SI-005860-AFF	1203 Olympia Blvd	Staten Island	NY	10306	6/30/2016	\$ 121,900.00
SI-006028-AFF	89 Cedar Grove Avenue	Staten Island	NY	10306	6/29/2016	\$ 63,600.00
SI-006412-AFF	206 Wiman ave	Staten Island	NY	10308	6/28/2016	\$ 169,600.00

SI-006711-AFF 234 Slater Blvd	Staten Island	NY	10305	5/31/2016	\$ 243,800.00
SI-007085-AFF 242 Wiman Ave	Staten Island	NY	10308	8/3/2016	\$ 169,600.00
SI-007365-AFF 14 Seafoam Street	Staten Island	NY	10306	8/15/2016	\$ 95,400.00
SI-007797-AFF 333 Hunter Avenue	Staten Island	NY	10306	7/22/2016	\$ 243,800.00
SI-007831-AFF 58 Center Place	Staten Island	NY	10306	7/13/2016	\$ 100,700.00
SI-008369-AFF 752 Patterson Avenue	Staten Island	NY	10306	7/20/2016	\$ 37,100.00
SI-008376-AFF 500 Midland Avenue	Staten Island	NY	10306	6/14/2016	\$ 58,300.00
SI-008418-AFF 193 Kiswick Street	Staten Island	NY	10306	9/2/2016	\$ 68,900.00
SI-009795-AFF 96 Glover Street	Staten Island	NY	10308	7/22/2016	\$ 84,800.00
SI-009824-AFF 45 Lansing Street	Staten Island	NY	10305	7/8/2016	\$ 127,200.00
SI-009914-AFF 110 Cuba Ave	Staten Island	NY	10306	7/21/2016	\$ 328,600.00
SI-011448-AFF 101 Beachview Avenue	Staten Island	NY	10306	7/13/2016	\$ 63,600.00
SI-011468-AFF 402 Lincoln Avenue	Staten Island	NY	10306	8/17/2016	\$ 402,800.00
SI-011540-AFF 145 Jackson Avenue	Staten Island	NY	10305	6/28/2016	\$ 243,800.00
SI-012332-AFF 36 Maple Terrace	Staten Island	NY	10306	6/17/2016	\$ 37,100.00
SI-012564-AFF 28 Garibaldi Avenue	Staten Island	NY	10306	7/6/2016	\$ 53,000.00
SI-013656-AFF 181 Kiswick Street	Staten Island	NY	10306	6/14/2016	\$ 79,500.00
SI-014226-AFF 164 Grimsby Street	Staten Island	NY	10306	8/15/2016	\$ 100,700.00
SI-014293-AFF 20 Mapleton Avenue	Staten Island	NY	10306	6/22/2016	\$ 169,600.00
SI-014672-AFF 173 Kiswick Street	Staten Island	NY	10306	6/22/2016	\$ 100,700.00
SI-014739-AFF 555 Hunter Avenue	Staten Island	NY	10306	7/14/2016	\$ 159,000.00
SI-014923-AFF 26 Neutral Avenue	Staten Island	NY	10306	8/2/2016	\$ 137,800.00
SI-016374-AFF 126 Boundary Avenue	Staten Island	NY	10306	8/2/2016	\$ 137,800.00
SI-017004-AFF 34 Seafoam Street	Staten Island	NY	10306	8/15/2016	\$ 63,600.00
SI-017212-AFF 175 Hett Avenue	Staten Island	NY	10306	8/3/2016	\$ 243,800.00
SI-019765-AFF 39 Milbank Road	Staten Island	NY	10306	7/15/2016	\$ 53,000.00
SI-020205-AFF 347 Hunter Avenue	Staten Island	NY	10306	6/29/2016	\$ 243,800.00
SI-023797-AFF 25 Neutral Avenue	Staten Island	NY	10306	7/6/2016	\$ 53,000.00



**Homes and  
Community Renewal**

**Housing  
Trust Fund  
Corporation**

**ANDREW M. CUOMO**  
Governor

**RUTHANNE VISNAUSKAS**  
Commissioner/CEO

## **PROPERTY DISPOSAL GUIDELINES**

**For the Fiscal Year Ending March 31, 2017**

**HOUSING TRUST FUND CORPORATION**  
**GUIDELINES REGARDING THE USE, AWARDING,  
MONITORING AND REPORTING OF CONTRACTS  
FOR THE DISPOSAL OF PROPERTY**

**ARTICLE I**

**STATEMENT OF PURPOSE AND TITLE**

101. These Guidelines are adopted pursuant to the provisions of Sections 2895 through 2897 of the Public Authorities Law and shall be reviewed and approved by the Members of the Corporation at least annually.

102. This document may be referred to as the Corporation's "Property Disposal Guidelines."

**ARTICLE II**

**DEFINITION OF TERMS**

201. Definitions. The following terms shall, for all purposes of these Guidelines, have the following meanings unless the context shall clearly indicate some other meaning:

- 1) "Corporation" shall mean the Housing Trust Fund Corporation.
- 2) "Board" shall mean the Members of the Corporation.
- 3) "Contracting Officer" shall mean the officer, employee or agent of the Corporation who shall be appointed by resolution of the Board to be responsible for the disposition of property.
- 4) "Dispose" or "Disposal" shall mean transfer of title or any other beneficial interest in personal or real property in accordance with Section 2897 of the Public Authorities Law.
- 5) "Property" shall mean, with respect to the Corporation, personal property in excess of five thousand dollars in value, real property, and any inchoate or other interest in such property, to the extent that such interest may be conveyed to another person for any purpose, excluding real property owned and operated as housing accommodations for low income persons pursuant to a regulatory agreement with the Corporation, and excluding an interest securing a loan or other financial obligation of another party.

### **ARTICLE III**

#### **Authorization for Disposition of Property**

301. These Guidelines shall be consistent with, and comply with, Section 2896 of the Public Authorities Law, Section 45a of the Private Housing Finance Law, and any other section of law governing the disposition of property by Public Benefit Corporations of the State of New York.

302. The Corporation shall, by resolution of the Board, designate an officer, employee or agent of the Corporation to be its Contracting Officer.

303. The Contracting Officer shall have supervision and direction over the disposition of all real and personal property of the Corporation.

304. When it shall be deemed advantageous to the State of New York, the Contracting Officer, on behalf of the Corporation, may enter into an agreement with the Commissioner of General Services under which such Commissioner may dispose of property of the Corporation under terms and conditions agreed to by the Corporation and the Commissioner of General Services. In disposing of any such property, the Commissioner of General Services shall be bound by the terms of this title and references to the Contracting Officer shall be deemed to refer to such Commissioner.

305. The Contracting Officer may, as necessary or convenient, consult with employees of the Division of Housing and Community Renewal, the Office of General Services or any other appropriate Agency or Public Authority of the State of New York, to obtain assistance or guidance in connection with the disposition of the Corporation's property.

306. The Contracting Officer shall assume custody and control of any property pending disposition, and shall transfer such custody and control to the Commissioner of General Services pursuant to an agreement entered into in accordance with Article III, Section 304 of these Guidelines. The Contracting Officer may also transfer custody of such property to the Director of Support Services or the Director of Housing Information Systems of the Division of Housing and Community Renewal as may be necessary or convenient to effectuate the disposition of such property in an efficient and orderly manner.

### **ARTICLE IV**

#### **Policy for Disposal of Property**

401. All real and personal property of the Corporation is subject to these guidelines regardless of whether such property was originally purchased or invoiced in the name of the Corporation or any of its Offices or Units.

402. All disposals of property under these Guidelines shall be accomplished in a manner which serves the best interests of the State of New York and the Corporation.

403. All disposals of property shall adhere to the methodology required by Section 2897 of the Public Authorities Law.

404. The Corporation may dispose of property for not less than the fair market value of such property by sale, exchange, or transfer, for cash, credit, or other property, with or without warranty, and upon such other terms and conditions as the Contracting Officer deems proper, and it may execute such documents for the transfer of title or other interest in property and take such other action as it deems necessary or proper to dispose of such property under the provisions of this Section. Provided, however, that no disposition of real property, any interest in real property, or any other property which because of its unique nature is not subject to fair market pricing shall be made unless an appraisal of the value of such property has been made by an independent appraiser and included in the record of the transaction.

405. Validity of deed, bill of sale, lease or other instrument. A deed, bill of sale, lease, or other instrument executed by or on behalf of the Corporation, purporting to transfer title or any other interest in property of the Corporation under these guidelines shall be conclusive evidence of compliance with the provisions of these Guidelines insofar as concerns title or other interest of any bona fide grantee or transferee who has given valuable consideration for such title or other interest and has not received actual or constructive notice of lack of such compliance prior to the closing.

406. Bids for disposal; advertising; procedure; disposal by negotiation; explanatory statement.

1) All disposals or contracts for disposal of property of the Corporation made or authorized by the Contracting Officer shall be made after publicly advertising for bids except as provided in paragraph 3) of this subdivision.

2) Whenever public advertising for bids is required under paragraph 1) of this subdivision:

(a) the advertisement for bids shall be made at such time prior to the disposal or contract, through such methods, and on such terms and conditions as shall permit full and free competition consistent with the value and nature of the property;

(b) all bids shall be publicly disclosed at the time and place stated in the advertisement; and

(c) the award shall be made with reasonable promptness by notice to the responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the State of New York, price and other factors considered; provided, that all bids may be rejected when it is in the public interest to do so.

3) Disposals and contracts for disposal of property may be negotiated or made by public auction without regard to paragraphs 1) and 2) of this subdivision but subject to obtaining such competition as is feasible under the circumstances, if:

(a) the personal property involved is of a nature and quantity which, if disposed of under paragraphs (a) and (b) of this subdivision, would adversely affect the state or local market for such property, and the estimated fair market value of such property and other satisfactory terms of disposal can be obtained by negotiation;

(b) the fair market value of the property does not exceed fifteen thousand dollars;

(c) bid prices after advertising therefore are not reasonable, either as to all or some part of the Property, or have not been independently arrived at in open competition;

(d) the disposal will be to the State of New York or any political subdivision, and the estimated fair market value of the property and other satisfactory terms of disposal are obtained by negotiation;

(e) the disposal is for an amount less than the estimated fair market value of the property, the terms of such disposal are obtained by public auction or negotiation, the disposal of the property is intended to further the public health, safety or welfare or an economic development interest of the State of New York or a political subdivision (to include but not limited to, the prevention or remediation of a substantial threat to public health or safety, the creation or retention of a substantial number of job opportunities, or the creation or retention of a substantial source of revenues, or where the Corporation's enabling legislation permits), the purpose and the terms of such disposal are documented in writing and approved by resolution of the Board; or

(f) such action is otherwise authorized by law.

4) (a) An explanatory statement shall be prepared of the circumstances of each disposal by negotiation of:

(i) any personal property which has an estimated fair market value in excess of fifteen thousand dollars;

(ii) any real property that has an estimated fair market value in excess of one hundred thousand dollars, except that any real property disposed of by lease or exchange shall only be subject to clauses (iii) through (v) of this subparagraph;

(iii) any real property disposed of by lease for a term of five years or less, if the estimated fair annual rent is in excess of one hundred thousand dollars for any of such years;

(iv) any real property disposed of by lease for a term of more than five years, if the total estimated rent over the term of the lease is in excess of one hundred thousand dollars; or

(v) any real property or real and related personal property disposed of by exchange, regardless of value, or any property any part of the consideration for which is real property.

(b) Each such statement shall be transmitted to the persons entitled to receive copies of the report required under Article VI of these Guidelines not less than ninety days in advance of such disposal, and a copy thereof shall be preserved in the files of the public authority making such disposal.

## **ARTICLE V**

### **Duties of the Contracting Officer Regarding Property Disposition**

501. The Contracting Officer shall supervise and direct the disposition of all real and personal property of the Corporation in accordance with these Guidelines.

502. The Contracting Officer shall assume custody and control of any Property pending disposition.

503. The Contracting Officer shall take such action as may be necessary, or as directed by the Board, to insure the integrity of the property disposition process. Such actions include, but are not limited to, taking, or causing, a full or partial inventory of any property, with or without notice to any Corporation Office or Unit; reviewing the results of any inventory of property which may have been taken previously by any officer, employee or agent of the Corporation, the Office of the State Comptroller, the Office of the State Inspector General or any other entity; or consulting with the Corporation's Internal Control Officer, the Director of Internal Audit of the Division of Housing and Community Renewal, or any other appropriate official.

504. The Contracting Officer shall maintain adequate inventory controls and accountability systems for all property of the Corporation.

505. The Contracting Officer shall periodically inventory such property to determine which property shall be disposed of.

506. The Contracting Officer shall produce and file such reports as are required in accordance with Article VI of these Guidelines.

507. The Contracting Officer shall transfer or dispose of property pending transfer or disposal as timely as possible in accordance with these Guidelines.

## **ARTICLE VI**

### **REPORTS**

601. A copy of these Guidelines, as most recently reviewed and approved, shall be filed on or before the 31<sup>st</sup> day of March each year with the State Comptroller, and shall include the name of the Contracting Officer. At the time of such filing, the Corporation shall also post such Guidelines on its internet website. Guidelines posted on the Corporation's internet website shall be maintained on such website at least until the Guidelines for the following year are posted on such website.

602. The Corporation shall publish, not less frequently than annually, a report listing all of its real property. Such report shall consist of a list and full description of all real and personal property disposed of during such period. The report shall contain the price received by the Corporation and the name of the purchaser for all such property sold by the Corporation during such period. Copies of such report shall be delivered to the State Comptroller, the Director of the Budget, the Commissioner of General Services, and the legislature.



**ARTICLE VII****MISCELLANEOUS PROVISIONS**

701. Powers of Amendment. Any modification or amendment of these Guidelines may be made by a supplemental resolution adopted at any duly constituted meeting of the Members; provided, however, that no such modification or amendment to these Guidelines shall abrogate the rights and duties of then existing Corporation contracts with third parties. The Chairperson of the Corporation may make non-material changes to these Guidelines.

702. No Recourse Under these Guidelines. No provision in these Guidelines shall be the basis of any claim against any Member, officer or employee of the Corporation in their individual or official capacity or against the Corporation itself. Members, officers, or employees of the Corporation shall be deemed to be acting within the Public Officers Law in the discharge of their duties pursuant to these Guidelines.

**HOUSING TRUST FUND CORPORATION  
PROPERTY DISPOSAL GUIDELINES EXPLANATION**

Explanation of the Corporation's Guidelines:

Article I is a statement of the Guidelines' purpose.

Article II defines terms used in the Guidelines.

Article III discusses the details of authorizing the disposal of the Corporation's real and personal property.

Section 301 establishes the legal basis for the Guidelines.

Section 302 requires the Corporation's Board to designate a Contracting Officer.

Section 303 establishes the Contracting Officer's authority over the disposition of the Corporation's property.

Section 304 authorizes the Corporation to contract with the Commissioner of General Services for the disposal of its property under certain conditions.

Section 305 authorizes the Contracting Officer to obtain assistance and guidance from other State agencies and authorities.

Section 306 requires the Contracting Officer to assume custody and control over the Corporation's property pending disposition, and authorizes the Contracting Officer to transfer custody of Corporation property to certain DHCR staff under certain conditions.

Article IV discusses the Corporation's policy for property disposal.

Section 401 requires all real and personal property of the Corporation to be subject to these Guidelines.

Section 402 requires the Corporation's property to be disposed of in a manner which is in the best interests of the State and the Corporation.

Section 403 establishes the methodology for the disposal of the Corporation's property.

Section 404 requires the Corporation to dispose of its property for not less than its fair market value, and also discusses the exceptions to this requirement.

Section 405 establishes the basis for reliance upon the validity of deeds, bills of sale and other instruments in relation to disposal of the Corporation's property.

Section 406 establishes the requirements for bidding, advertising and other disposal processes of the Corporation's property.

Article V discusses the Duties of the Contracting Officer.

Section 501 requires the Contracting Officer to follow these Guidelines in connection with the disposal of the Corporation's property.

Section 502 authorizes the Contracting Officer to take such actions as are necessary to preserve the integrity of the property disposition process.

Section 503 requires the Contracting Officer to maintain adequate inventory and recordkeeping processes over the Corporation's property.

Section 504 requires the Contracting Officer to periodically inventory the Corporation's property.

Section 505 requires the Contracting Officer to file such reports as are required by these Guidelines.

Section 506 requires the Contracting Officer to dispose of property designated for disposal on a timely basis.

Article VI discusses the Reports required under the Law.

Section 601 requires the filing of these Guidelines with appropriate governmental agencies, and the posting of these Guidelines on the Corporation's internet site.

Section 602 establishes the requirements for filing an annual property report.

Article VII discusses the miscellaneous provisions of these guidelines.

Section 701 provides procedures for amendment of these Guidelines.

Section 702 provides that these Guidelines are not to be used as the basis of any claims against the Corporation or its Members, officers or employees.