



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

(928) 634-7943

www.jerome.az.gov

AGENDA

SPECIAL COUNCIL MEETING OF THE TOWN OF JEROME COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA

MONDAY, NOVEMBER 24, 2025, AT 5:00 PM

Due to the length of this meeting, Council may recess and reconvene at the time and date announced.

Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Council and to the General Public that the Jerome Town Council plans to hold the above meeting. Persons with a disability may request an accommodation such as a sign language interpreter by contacting Kristen Muenz, Deputy Clerk, at 928-634-7943. Requests should be made early enough to allow time to arrange the accommodation. For TTY access, call the Arizona Relay Service at 800-367-8939 and ask for the Town of Jerome at 928-634-7943.

Notice is hereby given that pursuant to A.R.S. 1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Town Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the Town Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the Town will assume that the rights afforded parents pursuant to A.R.S. 1-602.A.9 have been waived.

We acknowledge we are on the traditional lands of the Yavapai and Apache People and we, the Town of Jerome, pay respect to the elders both past and present.

1. CALL TO ORDER/ROLL CALL

Mayor/Chairperson to call meeting to order
Town Clerk to call and record the roll.

2. PETITIONS FROM THE PUBLIC

Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the Council. All comments are subject to reasonable time, place and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please step to the podium, state your name and please observe the three (3) minute time limit. No petitioners will be recognized without a request. The Council's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.

3. NEW BUSINESS

Discussion/Possible Action

A. Discussion, Consideration and Possible Staff Direction Regarding the Council Prioritization of Capital Improvements for Potential Inclusion in Fiscal Year 2027 Budget

Council will engage in a work session type discussion and may prioritize capital projects for budget purposes and provide staff direction regarding the same.

B. Consider Removing from the Table and Consideration of Bids in Response to the Town's Issuance of an Invitation for Bids Regarding its Notice of Intent to Sell 655 Holly

Council will consider the bid(s) received and may approve, and / or provide staff direction.

4. TO AND FROM THE COUNCIL

Council may direct staff regarding items to be placed on a future agenda.

5. ADJOURNMENT

The Town Council may recess the public meeting and convene in Executive Session for the purpose of discussion or consultation for legal advice with the Town Attorney, who may participate telephonically, regarding any item listed on this agenda pursuant to A.R.S. § 38-431.03 (A)(3). The Chair reserves the right, with the consent of Council, to take items on the agenda out of order.

CERTIFICATION OF POSTING OF NOTICE

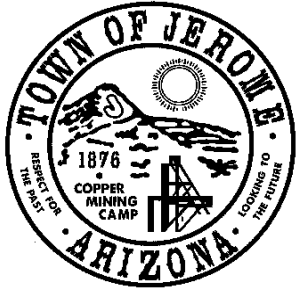
The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 7 p.m. on _____ in accordance with the statement filed by the Jerome Town Council with the Jerome Town Clerk: (1) 970 Gulch Road, side of Gulch Fire Station, exterior posting case; (2) 600 Clark Street, Jerome Town Hall, exterior posting case; (3) 120 Main Street, Jerome Post office, interior posting case.

Kristen Muenz, Deputy Town Clerk

File Attachments for Item:

**A. Discussion, Consideration and Possible Staff Direction Regarding the Council
Prioritization of Capital Improvements for Potential Inclusion in Fiscal Year 2027 Budget**

Council will engage in a work session type discussion and may prioritize capital projects for budget purposes and provide staff direction regarding the same.



Founded 1876
Incorporated 1899

TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

Item A.

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Discussion and Consideration / Prioritization of Capital Improvement Projects**

MEETING DATE: November 24, 2025

Summary:

This is the first discussion and work session for the FY 2027 budget preparation season. This entails the high value capital projects which have a significant impact on the Town's Budget. Staff would like Council input and direction, and in particular assignment of capital projects that should be included in the operational budget, vs. those that are more appropriate in the contingency budget.

Fiscal Impact:

None at this point.

Recommendation:

Review and Complete the Capital Project / Item prioritization exercises.

Town of Jerome



Capital Improvement Plan

FY 2026 – 2030

Cover Page

FY 2026 through FY 2030

Town Hall Historic Maintenance Upgrade and Repairs



Department:	Properties	
Priority:	High	
Category:		
Location:	600 Clark Street	
Project Description:	Enhance the efficiency, safety and welfare of the Jerome Civic Center / Town Hall to include chimney repairs, window replacements, exterior improvements, doors / locks and flooring.	

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Budget - Grants	\$0	\$33,000	\$67,000	\$150,000	\$250,000		\$500,000
Total	\$0	\$33,000	\$67,000	\$150,000	\$250,000	\$0	\$500,000

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Staff Estimate - Repairs	\$0	\$33,000	\$67,000	\$150,000	\$250,000		\$500,000
Total	\$0	\$33,000	\$67,000	\$150,000	\$250,000	\$0	\$500,000

FY 2026 through FY 2030

Hotel Jerome Renovations - Affordable Housing



Department:	Properties	
Priority:	High	
Category:		
Location:	Hotel Jerome	
Project Description:	To repurpose a historic building with potential for numerous separate living units in order to provide enhanced affordable housing options.	

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Grants - Sale of Property	\$0					\$4,000,000	\$4,000,000
Total	\$0	\$0	\$0	\$0	\$0	\$4,000,000	\$4,000,000

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Staff Estimate Design/Construction	\$0					\$4,000,000	\$4,000,000
Total	\$0	\$0	\$0	\$0	\$0	\$4,000,000	\$4,000,000

FY 2026 through FY 2030

Verde Central Syphon Line


Department:	Water	
Priority:	High	
Category:		
Location:		
Project Description:	Verde Central Syphon Line is a major water line in which greater than 80% of the Town's water supply passes through. It sits on a hot bed of tailings thereby eroding the iron pipe.	

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
WIFA	\$0		\$700,000				\$700,000
Total	\$0	\$0	\$700,000	\$0	\$0	\$0	\$700,000

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Engineer's Estimate	\$0		\$700,000				\$700,000
Total	\$0	\$0	\$700,000	\$0	\$0	\$0	\$700,000

FY 2026 through FY 2030

Mescal Canyon Syphon



Department:	Water	
Priority:	High	
Category:		
Location:		
Project Description:	Mescal Syphon Line is over 100 years old and delivers the majority of the Town's water supply to the users. Due to environmental risks and extreme difficulty in accessing, plus the inclination to leaks and bursts, it needs replacement	

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
WIFA WSD Grant	\$0		\$850,000				\$850,000
Total	\$0	\$0	\$850,000	\$0	\$0	\$0	\$850,000

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Engineer's Estimate	\$0		\$850,000				\$850,000
Total	\$0	\$0	\$850,000	\$0	\$0	\$0	\$850,000

FY 2026 through FY 2030

School Street Regulator



Department:	Water		
Priority:	High		
Category:			
Location:	School Street		
Project Description:	School Street Regulator manages water pressure to most of the Town's residents and businesses. It needs to be replaced with a PRV (Pressure Reading Valve) to eliminate vulnerabilities and enhance monitoring for real time adjustments and alerts.		

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
WIFA WSD Grant	\$0		\$550,000				\$550,000
Total	\$0	\$0	\$550,000	\$0	\$0	\$0	\$550,000

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Engineer's Estimate	\$0		\$550,000				\$550,000
Total	\$0	\$0	\$550,000	\$0	\$0	\$0	\$550,000

FY 2026 through FY 2030

WWTP Upgrade


Department:	Sewer	 
Priority:	High	
Category:		
Location:		
Project Description:	Due to exceedances in the Ammonia Impact Ratio and Total Recoverable Copper the Town has violated its Arizona Pollutant Discharge Elimination System Permit and is under a consent order to upgrade the WWTP to meet standards.	

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
USDA Grant and Loan	\$0		\$6,500,000				\$6,500,000
USDA Grant and Loan	\$0	\$1,500,000	\$0	\$0			\$1,500,000
Total	\$0	\$1,500,000	\$6,500,000	\$0	\$0	\$0	\$8,000,000

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
PACE Engineering	\$0	\$0	\$6,500,000	\$0			\$6,500,000
Total	\$0	\$0	\$6,500,000	\$0	\$0	\$0	\$6,500,000

FY 2026 through FY 2030

East Road Improvements


Department:	Streets/Roads/Walks/Trails	
Priority:	Normal	
Category:		
Location:		
Project Description:	Roadway improvements to East, including underground utilities and drainage.	

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
	\$0						\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
	\$0						\$0
Staff Estimate Design/Construction	\$0	\$0	\$275,000	\$0		\$2,500,000	\$2,775,000
Total	\$0	\$0	\$275,000	\$0	\$0	\$2,500,000	\$2,775,000

FY 2026 through FY 2030

North Road Improvements



Department:	Streets/Roads/Walks/Trails	
Priority:	Normal	
Category:		
Location:		
Project Description:	Roadway improvements to North, including underground utilities and drainage.	

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
	\$0						\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
	\$0						\$0
Staff Estimate Design/Construction	\$0	\$0	\$0	\$295,000		\$2,205,000	\$2,500,000
Total	\$0	\$0	\$0	\$295,000	\$0	\$2,205,000	\$2,500,000

FY 2026 through FY 2030

Holly Road Improvements

Department:	Streets/Roads/Walks/Trails	 
Priority:	Normal	
Category:		
Location:		
Project Description:	Roadway improvements to Holly including underground utilities and drainage.	

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
	\$0						\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
	\$0						\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0

FY 2026 through FY 2030

Water Tank Feasibility Study


Department:	Water	
Priority:	Normal	
Category:		
Location:		
Project Description:	In order to enhance water storage capabilities and redundancy, and improve sustainability efforts, the Town must add a new water storage facility.	

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Grant Siling	\$0			\$80,000			\$80,000
Total	\$0	\$0	\$0	\$80,000	\$0	\$0	\$80,000

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Staff Estimate	\$0			\$80,000			\$80,000
Total	\$0	\$0	\$0	\$80,000	\$0	\$0	\$80,000

FY 2026 through FY 2030

Municipal Court Space Improvement Project and Files /Records Management



Department:	Properties	
Priority:	High	
Category:		
Location:	600 Clark Street	
Project Description:	The third floor of Town Hall / Jerome Civic Center needs to be re-configured in order to provide adequate and safe municipal court space, and safe, secure and accessible vital Town records and files.	

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Grants and Budget	\$0						\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
	\$0						\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0

FY 2026 through FY 2030

Town Hall Windows and Exterior Repairs

Department:	Properties	 
Priority:	Normal	
Category:		
Location:	600 Clark Street	
Project Description:	The Jerome Town Hall / Civic Center windows are historical, but need replaced as a loss of energy is fairly significant and the work conditions can become unbearable. Moreover, there are certain safety issues such as the chimney stack that is in disrepair and needs fortified / historically significant repairs.	

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Grants and Budget	\$0			\$400,000			\$400,000
Total	\$0	\$0	\$0	\$400,000	\$0	\$0	\$400,000

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Staff	\$0			\$400,000			\$400,000
Total	\$0	\$0	\$0	\$400,000	\$0	\$0	\$400,000

FY 2026 through FY 2030

Police Vehicle


Department:	Vehicles/Equipment	
Priority:	Normal	
Category:		
Location:		
Project Description:	Purchase a new police vehicle through JW Auto Sales. This vendor is unique in that they are able to take damaged, yet repairable vehicles and re-build them into a serviceable condition and sell them to us on a salvaged title at a significantly reduced rate than a traditional dealer. Additionally unique to this vendor is that the vehicles offered for sale were in service as police vehicles and come already partially equipped or optioned with police interceptor packages	

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
GF Fund	\$0		\$44,000				\$44,000
Total	\$0	\$0	\$44,000	\$0	\$0	\$0	\$44,000

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Quote – Previous + Multiplier	\$0		\$44,000				\$44,000
Total	\$0	\$0	\$44,000	\$0	\$0	\$0	\$44,000

FY 2026 through FY 2030

Sanitation Truck


Department:	Vehicles/Equipment	
Priority:	High	
Category:		
Location:		
Project Description:	Replace our current waste hauling truck that is in a constant state of disrepair and can no longer meet the Town's needs.	

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
GF Reserve / Budget	\$0			\$265,000			\$265,000
Total	\$0	\$0	\$0	\$265,000	\$0	\$0	\$265,000

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Quote + Multiplier	\$0			\$265,000			\$265,000
Total	\$0	\$0	\$0	\$265,000	\$0	\$0	\$265,000

FY 2026 through FY 2030

Livescan Fingerprint Machine

Department:	Public Safety - Police	
Priority:	Low	
Category:		
Location:		
Project Description:	Real-time identification and submission to state and federal databases	

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
AOC Grant	\$0		\$30,000				\$30,000
Total	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Staff Estimate	\$0		\$30,000				\$30,000
Total	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000

FY 2026 through FY 2030

Retaining Wall Repair



Department:	Streets/Roads/Walks/Trails	
Priority:	High	
Category:		
Location:		
Project Description:	Enhance, reinforce, and make sustainable the public retaining walls throughout Town.	

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Grants and Budget	\$0			\$500,000			\$500,000
Total	\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Engineer Preliminary Est.	\$0			\$500,000			\$500,000
Total	\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000

FY 2026 through FY 2030

Juarez to Rich Street Metal Stairs


Department:	Parks/Greenbelts/Grounds	 
Priority:	Low	
Category:		
Location:		
Project Description:	The stairway is in need of replacement with durable and long-lasting metal stairway.	

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
GF Budget	\$0		\$20,000				\$20,000
Total	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Informal Contractor Quote	\$0		\$20,000				\$20,000
Total	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000

FY 2026 through FY 2030

Stairway Improvements - Upper Park to Main / Haunted Hamburger



Department:	Parks/Greenbelts/Grounds	
Priority:	Normal	
Category:		
Location:	Between Upper Park and Haunted Hamburger	
Project Description:	The concrete stairway has uneven surfaces, cracking and pulling away causing foundation issues. The stairway needs repair / reconstruction and the landing areas need improvements as well.	

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Budget		\$33,000					\$33,000
Total		\$33,000	\$0	\$0	\$0	\$0	\$33,000

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Staff	\$0	\$33,000					\$33,000
Total	\$0	\$33,000	\$0	\$0	\$0	\$0	\$33,000

FY 2026 through FY 2030

Upper Park Retaining Wall Above PD



Department:	Parks/Greenbelts/Grounds	 
Priority:	Normal	
Category:		
Location:	Upper Park Above PD	
Project Description:	Stabilize and enhance the failing retaining wall located adjacent to Upper Park below the Haunted Hamburger.	

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Budget /Park Land Sale			\$38,000				\$38,000
Total		\$0	\$38,000	\$0	\$0	\$0	\$38,000

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Staff Estimate			\$38,000				\$38,000
Total		\$0	\$38,000	\$0	\$0	\$0	\$38,000

FY 2026 through FY 2030

Hull Parking


Department:	Streets/Roads/Walks/Trails	 	
Priority:	Normal		
Category:			
Location:	Hull Avenue		
Project Description:	Improved parking, safety and drainage.		

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Budget – HURF		\$40,000					\$40,000
Total		\$40,000	\$0	\$0	\$0	\$0	\$40,000

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Staff Estimate		\$40,000					\$40,000
Total		\$40,000	\$0	\$0	\$0	\$0	\$40,000

FY 2026 through FY 2030

Springs Security

Department:	Water	
Priority:	Normal	
Category:		
Location:	Throughout Mingus	
Project Description:	Enhance the security in and around the springs and water infrastructure through the use of physical barriers or real-time detection and dispatch in order to keep trespassers, vandals, and terrorists out.	

Funding Sources	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Total				\$0	\$0	\$0	\$0

Expenditures	Prior	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Total				\$0	\$0	\$0	\$0

File Attachments for Item:

B. Consider Removing from the Table and Consideration of Bids in Response to the Town's Issuance of an Invitation for Bids Regarding its Notice of Intent to Sell 655 Holly

Council will consider the bid(s) received and may approve, and / or provide staff direction.



INVITATION FOR BIDS

**Town of Jerome
Post Office Box 335
Jerome, Arizona 86331**

Solicitation Title: INVITATION FOR BIDS TO PURCHASE REAL PROPERTY FOR USE IN A COMMUNITY LAND TRUST

Solicitation Number: 2025-003

Release: 9/30/2025

Advertisements: Verde Valley News on 9/30, 10/4, 10/7, and 10/11

Final Inquiries Due: October 20, 2025, at 12:00 p.m.

Bid Deadline: October 21, 2025, at 4:00 p.m.

Bid Opening: Bids will be reviewed for completeness as they are received. All will be opened no later than October 22, 2025 at 12:00 p.m.

Town Representative: Brett Klein b.klein@jerome.az.gov
(928) 634-7943

In accordance with the Town of Jerome Procurement Policy, competitive sealed Bids will be received until the date and time referenced above (the "Bid Deadline"). Bids must be received on, or prior to, the Bid Deadline. Late Bids will not be accepted.

The Town is soliciting offers to purchase the real property and improvements located at 655 Holly Ave (APN 401-07-080A). Full, detailed information may be obtained at Jerome Town Hall (600 Clark Street, Jerome AZ, 86331), by appointment.

ATTENTION

- The Town reserves the right to amend the solicitation schedule as necessary.
- The Town reserves the right to reject any or all proposals or to withhold the award for any reason.
- Every proposal shall be accompanied by a certified check, cashier's check, or surety bond for ten percent of the amount of the bid as a guarantee that the offeror will enter into an agreement to complete the purchase contemplated herein.
- All times are local to Jerome, Arizona.

SOLICITATION INFORMATION AND SCHEDULE

Solicitation Number [2025-003]

Property Sale for Community Land Trust

The Town of Jerome is soliciting competitive sealed bids with the intention of entering into a contract for the sale of real property. The Town reserves the right to reject any and all bids, for any reason or for no reason, at its sole discretion.

This solicitation is for the purchase of Yavapai County Assessor's Parcel Number 401-07-080A, located at 655 Holly Avenue in Jerome (the "Property"). The Property contains a split-level historic home in as-is condition.

The goal of this Solicitation is to see the Property developed and utilized in a Community Land Trust, to serve as a new workforce housing option for Town employees and others who live and work within Town limits. The Town hopes to receive bids from nonprofit or community organizations that commit to utilizing the Property for this purpose, and to take title subject to specific deed restrictions. The Town expects such deed restrictions to include, but not necessarily be limited to, the following substantial provision:

.... as long as Grantee holds title to the Property, the Property shall only be used for rental or purchase of structures and improvements thereon by persons who demonstrate an annual household income below or equal to one hundred fifty (150) percent of the then-current Area Median Income (AMI) for Yavapai County as part of the Prescott Valley-Precott AZ MSA, as determined by the U.S. Department of Housing and Urban Development or successor agency thereto. See <https://www.huduser.gov/portal/datasets/il.html>

The successful bidder will be expected to complete the purchase by executing a real estate purchase and sale agreement acceptable to the Town in form and substance. The agreement will contain a commitment by the purchaser to utilize the Property in a Community Land Trust for the provision of workplace housing. Town reserves the right to cancel this solicitation and any proposed award in the event that it is unable to negotiate a mutually-acceptable agreement.

The Town reserves the right to negotiate simultaneously with multiple bidders; however, the Town does not expect to make more than one Award based on this solicitation. The Town reserves the right to waive informalities, irregularities, or minor discrepancies in any submission.

A qualifying Bid must be received on or before the Bid Deadline, in a sealed envelope, at Jerome Town Hall. A qualifying Bid shall consist of 1) the Bid Sheet attached hereto as Exhibit A; 2) a narrative description of the offeror's proposed use of the Property; and 3) a certified check, cashier's check, or surety bond for ten percent of the amount of the bid as a guarantee that the offeror will enter into an agreement to complete the purchase.

All written portions of a qualifying Bid must be submitted in English, on standard 8 1/2" x 11" paper, with a minimum font size of 12.

Offers shall remain open for ninety (90) days after the Bid Opening, and may not be amended or withdrawn within this period without written permission by the Town; however, the Town may, at its sole discretion, release any offer and return the security at any time. Should any offeror refuse to enter a contract under the terms and conditions of this solicitation, the Town may retain the security as liquidated damages and not as a penalty.

All Bids shall become property of the Town and matters of public record. Requests for nondisclosure of trade secrets or other proprietary data must be made known within the offer. The Town cannot guarantee the confidentiality of any submitted information due to public record laws. In no event will any offeror be reimbursed for the cost of responding to this solicitation.

**EXHIBIT A
TO
INVITATION FOR BIDS TO PURCHASE REAL PROPERTY FOR USE IN A
COMMUNITY LAND TRUST**

BID SHEET

Offeror

Firm/Company/Offeror: _____

Contact Person: _____

Contact Email Address: _____

Mailing Address: _____

Phone: _____

Type of Organization

☐ Individual or Single-Member LLC

☐ Corporation

☐ Partnership

☐ Trust

☐ Limited Liability Company

☐ Other _____

Tax ID#: _____

Bid Purchase Price: _____

Proposed Closing Date: _____

Intended Use of Property: See attached.

Intent to be bound by Bid: _____
(Signature of Individual Authorized to Sign Offer)

(Printed Name)

(Email address)



Founded 1876
Incorporated 1899

TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

Item B.

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Consideration of Bids in Response to the Town's Issuance of an IFB for the Notice of Intent to Sell 655 Holly**

MEETING DATE: November 11, 2025

Summary:

Subsequent to the Town's issuance of an invitation for bids for the intent to sell the 655 Holly Street property, the Town received one bid. The one bid was not too surprising based on the subject matter in the notice which matched the Town Council's desire for use of that property. The one bid was from the Verde Valley Community Development Organization (VVCDO), which outlined their intent to operate the property as a Community Land Trust. Based on their risk, the Town Council's desire to keep this property available for Town employee / workforce housing, and necessary expenses, staff believe the bid is highly competitive. The outline of an agreement and formal purchase offer should be a win-win-win. It will allow the Town to recuperate some much needed funds by selling this property after purchasing 621 Main Street for the same thing; retain the property for purchase by Town employees at a well-below market rate; and partner with an organization that can administer a community land trust, thereby preserving this property as a Town employee / workforce housing option in perpetuity. It is likely the Town could receive significantly more money if it issued an Invitation for Bids with no employee / workforce housing restrictions, but what the winning bidder would do with the property would be an unknown variable.

Fiscal Impact:

The Town would receive funding of \$143,500~ which could be designated for use of a much-needed sanitation truck.

Recommendation:

Staff recommend Council approve the lone bid for 655 Holly with the VVCDO.

**EXHIBIT A
TO
INVITATION FOR BIDS TO PURCHASE REAL PROPERTY FOR USE IN A
COMMUNITY LAND TRUST**

BID SHEET

Offeror

Firm/Company/Offeror: Verde Valley Community Development organization

Contact Person: Mary A. Chicoine

Contact Email Address: administration@vvcdo.com

Mailing Address: P.O. Box 157, Cottonwood, Arizona 86326

Phone: 928-598-8851

Type of Organization

☐ Individual or Single-Member LLC

☐ Corporation

☐ Partnership

☐ Trust

☒ Limited Liability Company

☐ Other _____

Tax ID#: 86-2451065

Bid Purchase Price: \$143,500

Proposed Closing Date: February 1, 2026

Intended Use of Property: The property will be placed in the Verde Valley Community Land Trust for workforce housing.

Intent to be bound by Bid: Mary A. Chicoine
(Signature of Individual Authorized to Sign Offer)

Mary A Chicoine
(Printed Name)

administration@vvcdo.com
(Email address)



October 21, 2025

The Verde Valley Community Development Corporation (VVCDO) respectfully submits the following bid in response to the Town of Jerome's Bid Solicitation Titled: **Invitation for Bids to Purchase Real Property for Use in a Community Land Trust with Solicitation Number 2025-003**. The Verde Valley Community Development Organization (VVCDO) is a nonprofit public charity recognized as tax-exempt by the IRS under Section 501(c)(3), EIN Number 86-2451065. One of its primary programs is the Verde Valley Community Land Trust (VVCLT).

Overview: The Verde Valley Community Land Trust (VVCLT) is a program of the VVCDO committed to the permanent stewardship of land and the permanent affordability of any housing located upon its land. Land acquired by the VVCDO is rarely resold. It is retained by the VVCLT, held in trust for the community. It provides for the exclusive use of its land by leasing out separate parcels to individual homeowners, cooperative housing corporation(s), non-profit developers of rental housing, or other nonprofit, governmental, or for-profit entities. The ground leases will last for typically 99 years. Buildings on the land are sold at an affordable price, and the owner holds the deed to the property while leasing the land from the VVCLT. The VVCLT will retain first right of refusal as an option to repurchase these buildings, should their owners ever choose to sell. The resale price is determined by a formula contained in the ground lease. This formula, which usually yields a resale price that is lower than the building's market value, is designed to give the seller a fair return for his/her investment, while giving future buyers fair access to a home at an affordable price. By design and by intent, the VVCLT is committed to preserving the affordability of housing (and other structures) – one owner after another, in perpetuity.

Protecting Occupancy, Use, Condition & Design of Affordable Housing: The VVCLT provides a durable mechanism not only for preserving the affordability of housing, but for preserving the occupancy, use, condition, and design of that housing as well. Embedded in the ground lease – or embedded in the deed covenant, if the VVCLT is serving as the steward for deed-restricted housing – are provisions that: (a) require the housing to be continually occupied as the owner's principal residence; (b) restrict the housing's use as a sub-leased rental property; (c) require the housing to be kept in good repair; and (d) require the housing to be maintained in compliance with local building and zoning codes.

Land Acquisition: The VVCDO/VVCLT can acquire land in three ways: (1) Purchase land at its market price, using funds they receive from public sources or funds that are donated or loaned from private sources; (2) Receive land as a gift from a private donor or governmental entity; and (3) Acquire land for a below-market price through a mechanism known as a "bargain sale,"

where the seller accepts cash for a portion of the land's value and claims a tax deduction for the remainder of the land's value.

Buildings on VVCLT Land: When the VVCLT acquires a parcel of land, there may already be a single-family house or a multi-unit building on the land. In other cases, the VVCLT can become an active developer, constructing new housing on lands recently acquired or previously "banked" for future development. VVCLTs may also make land available to another nonprofit organization for the construction of affordable housing. When affordably priced homes come into a VVCLT's portfolio because of inclusionary zoning, density bonuses, or other regulatory mandates or incentives, the VVCLT will become the long-term steward for occupancy, eligibility, and affordability controls imposed by local governments on housing built by for-profit developers.

Homeowner Eligibility: The VVCLT will target households with incomes equal to or below 150% of the Yavapai County Area Median Income which is updated annually by the United States Department of Housing and Urban Development (HUD). See the attached for AMI values for 2025. Secondary requirements include:

- Completing a HUD-approved homebuyer education course and participating in pre-purchase homebuyer education and counseling.
- Being a first-time homebuyer as defined by HUD. The HUD definition of a first-time homebuyer is an individual who has not owned a principal residence within the three years prior to purchasing a new home.
- Owning and occupying the property as their primary residence.
- Qualifying for a fixed rate, fully amortizing mortgage not to exceed 30 years with debt ratios that meet underwriting requirements.
- Meeting employment and residency requirements as specified in the acquisition of the property. This bid requires the property to be used as a new workforce housing option for Town of Jerome employees and others who live and work within Town of Jerome limits.
- Being at least 18 years old.
- Being a U.S. citizen or registered alien.

Financing: Though homes for sale through the VVCLT are more affordable than market-rate housing, few low-income or moderate-income households will be able to buy a VVCLT home out of their own savings. They will need mortgage financing. Consequently, the VVCLT will work with local lenders to secure mortgages for our homeowners. It is the intent of the VVCLT that a homeowner will pay no more than 30% of a household's gross income. For owners, housing costs include principal, interest, property taxes, and hazard insurance. For renters, costs include rent and tenant-paid utilities (except telephone and cable).

Home Purchase and Resale Formula: An appraisal is secured on the property. The price of the appraised value of the land is subtracted from the total appraised value. The remaining value is reduced by defined percentage to make the home financially accessible to income-qualified home buyers. A resale formula is used to determine the maximum price at which a shared equity home can be resold, providing an opportunity for the homeowner to benefit from some portion of the home's appreciation while still remaining affordable to households at the program's target income levels. The appraisal-based formula will be used for the calculation. The appraisal-based formula calculates the resale price using a percentage of the increase in market value since the home's purchase. The homeowner will receive 25% of the home's appreciation with 75% being retained by the VVCLT.

Purchase Price of Home:

Project Calculation:

Estimated Purchase Price	<u>\$210,000</u>	
(Purchase price is estimated to be the amount we sell it for)		
Renovation Cost – per contract		\$ 38,000
Contingency		\$ 7,500
Administrative/Legal/Etc/Closing Costs		\$ 21,000
Proceeds to Town of Jerome		<u>\$143,500</u>
Balance	\$210,000	\$210,000

**Town of Jerome to remove all appliances and furniture from inside and outside the property.
Clean all overgrowth around the home.**

Project Economics:

Proceeds to Town of Jerome	<u>\$143,500</u>	
VVCDO to pay at bid		\$ 14,350 Bid Bond*
VVCDO to pay upon sale of 655 Holly		<u>\$129,150</u>
Balance	\$143,500	\$143,500

A copy of the Bid Bond documentation is attached.

FY 2025 Income Limits Summary

FY 2025 Income Limit Area	Median Family Income	FY 2025 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Prescott Valley-Prescott, AZ MSA	\$87,300	Very Low (50%) Income Limits (\$)	31,700	36,250	40,750	45,300	48,950	52,550	56,200	59,800
		Extremely Low Income Limits (\$)*	19,050	21,800	26,650	32,150	37,650	43,150	48,650	54,150
		Low (80%) Income Limits (\$)	50,750	58,000	65,250	72,500	78,300	84,100	89,900	95,700
		AMI (100%) Income Limits (\$)	61,100	69,800	78,550	87,300	94,300	101,250	108,250	115,200
		AMI (120%) Income Limits (\$)	68,150	77,900	87,600	97,350	105,150	112,950	120,700	128,500
		AMI (150%) Income Limits (\$)	76,150	87,000	97,900	108,800	117,450	126,150	134,850	143,550

NOTE: **Yavapai County** is part of the **Prescott Valley-Prescott, AZ MSA**, so all information presented here applies to all of the Prescott Valley-Prescott, AZ MSA. The **Prescott Valley-Prescott, AZ MSA** contains the following areas: Yavapai County, AZ.



Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)
Verde Valley Community Development
Organization
40 Stutz Bearcat
Sedona AZ 86336

SURETY:

(Name, legal status and principal place
of business)
NGM Insurance Company
55 West St
Keene NH 03431

OWNER:

(Name, legal status and address)
Town of Jerome
PO Box 335
Jerome AZ 86331

BOND AMOUNT: \$10% of amount bid

PROJECT:

(Name, location or address, and Project number, if any)
Purchase real property for use in a community and land trust
#2025-003
655 Holly Ave (APN 401-07-080A)

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

Init.

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User Notes:

(1970025050)

Signed and sealed this 3rd day of October, 2025


 (Witness) Mark Tuttle, VVCD
 Board Chair


 (Witness)

Verde Valley Community Development Organization
 (Contractor as Principal) (Seal)


 (Title) Mary A Chicoine, Executive Director

NGM Insurance Company

(Surety)

 (Title) Jenna L Sparks, Attorney-In-Fact

Init.

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User Notes:

(1970025050)

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That NGM Insurance Company, a Florida corporation having its principal office in the City of Jacksonville, State of Florida, pursuant to Article IV, Section 2 of the By-Laws of said Company, to wit:

"Article IV, Section 2. The board of directors, the president, any vice president, secretary, or the treasurer shall have the power and authority to appoint attorneys-in-fact and to authorize them to execute on behalf of the company and affix the seal of the company thereto, bonds, recognizances, contracts of indemnity or writings obligatory in the nature of a bond, recognizance or conditional undertaking and to remove any such attorneys-in-fact at any time and revoke the power and authority given to them. "

does hereby make, constitute and appoint David Sparks, Jenna L Sparks, Melissa Schooler

its true and lawful Attorneys-in-fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed, bonds, undertakings, recognizances, contracts of indemnity, or other writings obligatory in nature of a bond subject to the following limitation:

1. No one bond to exceed Twenty Five Million Dollars (\$25,000,000)
and to bind NGM Insurance Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of NGM Insurance Company; the acts of said Attorney are hereby ratified and confirmed.

This power of attorney is signed and sealed by facsimile under and by the authority of the following resolution adopted by the Directors of NGM Insurance Company at a meeting duly called and held on the 2nd day of December 1977.

Voted: That the signature of any officer authorized by the By-Laws and the company seal may be affixed by facsimile to any power of attorney or special power of attorney or certification of either given for the execution of any bond, undertaking, recognizance or other written obligation in the nature thereof; such signature and seal, when so used being hereby adopted by the company as the original signature of such office and the original seal of the company, to be valid and binding upon the company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, NGM Insurance Company has caused these presents to be signed by its Assistant Secretary and its corporate seal to be hereto affixed this 24th day of August, 2023.

NGM INSURANCE COMPANY By:



Lauren K. Powell
Vice President, Corporate Secretary



State of Wisconsin,
County of Dane.


On this 24th day of August, 2023, before the subscriber a Notary Public of State of Wisconsin in and for the County of Dane duly commissioned and qualified, came Lauren K. Powell of NGM Insurance Company, to me personally known to be the officer described herein, and who executed the preceding instrument, and she acknowledged the execution of same, and being by me fully sworn, depose and said that she is an officer of said Company, aforesaid: that the seal affixed to the preceding instrument is the corporate seal of said Company, and the said corporate seal and her signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Company; that Article IV, Section 2 of the By-Laws of said Company is now in force.

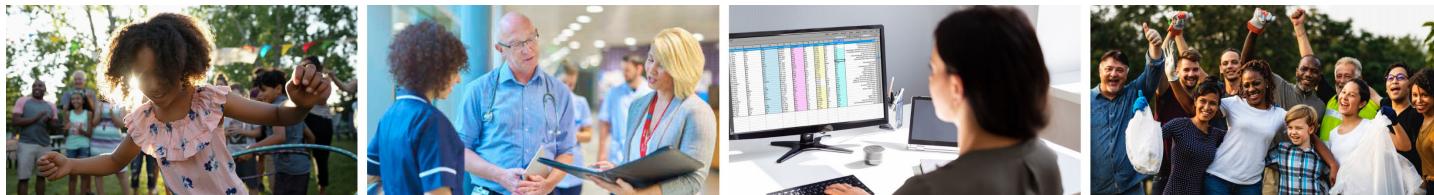
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Madison, Wisconsin this 24th day of August, 2023.


My Commission Expires May 21, 2027

I, Nathan Hoyt, Assistant Vice President of NGM Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said Company which is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Company at Madison, Wisconsin this
3rd day of October, 2025.


Nathan Hoyt Assistant, Vice President



HOUSING SECURITY Fact Sheet

Community Land Trusts

Overview

Safe, stable housing can contribute to improvements in mental and physical health, civic engagement, social skills, educational and professional achievement, and can decrease use of emergency services.¹ When housing is affordable, it can prevent stunted growth in children and decrease hospitalizations.² Homeownership is in the nation's best interest because it brings stability to families, can revive struggling communities, and contribute to economic growth.³

Unfortunately, safe and stable housing via ownership is not attainable for everyone. The number of people in the U.S. experiencing homelessness has been increasing steadily for four years, and as of January 2020, that number is over 580,000.⁴ Thirty percent of households nationwide are considered "housing cost burdened" because they spend more than 30% of their incomes on housing, and renters are more than twice as likely to be housing cost burdened than homeowners.⁵ Because of this burden, renters can have difficulty saving for a down payment and transitioning into homeownership. Renters are also unable to accumulate wealth by way of building value (equity) in their residences and cannot pass their residences to their loved ones to build generational wealth.

A system of "shared ownership" called a community land trust (CLT) can make homeownership permanently more affordable and accessible, especially in areas facing rapid economic change and appreciating land values.⁶ CLTs drive the cost of housing down by separating the price of the land from the price of the residence on the land. CLTs, typically organized as non-profits, buy properties and sell the residences on the properties for a low price to individuals or families with low incomes.⁷ The CLTs then lease the underlying land to the buyers for a low price and a long lease term. Typically, the leases last 99 years and cost the homebuyers anywhere from \$1 per year to \$100 per month.⁸ Proceeds from the land leases typically go toward the CLT's administrative expenses, fund a long-term property repair reserve, and/or cover property taxes.⁹ The buyer is then free to use the land and make improvements to the property as desired, the same as traditional homeowners. However, CLTs often have power through the land lease agreement to force a homeowner to make necessary repairs if the residence falls into disrepair.¹⁰

When a homeowner decides to sell their home and give up their land lease, the sale price of their home is determined by a CLT-adopted formula that takes into consideration improvements made to the property, market conditions, and other factors. They are required to sell the home to someone who meets the CLT's income requirements, and the CLT typically

¹ More information on the health benefits of homeownership can be found in the [Mortgage and Homeownership Assistance](#) Fact Sheet.

reserves the right to buy the house back.¹¹ The equity on the residence is usually split between the seller and the CLT, allowing the seller to benefit from their ownership and any improvements they made on the residence that increased its value, but keeping the residence affordable for the next buyer.

The table below offers a comparison of CLT and traditional homeownership.¹²

Typical CLT Homeownership	Traditional Homeownership
Mortgage from a bank	Mortgage from a bank
Accumulates limited equity	Accumulates full equity
Free to make improvements to the land and the residence	Free to make improvements to the land and the residence
Homeowners may bequeath their land lease	Homeowners may bequeath both their land and their residence
Varies, but may share responsibility with the CLT for repairs, insurance, property taxes, etc.	Responsible for all repairs, insurance, property taxes, etc.
Homeowner owns only the residence, leases the land	Homeowner owns both the residence and the land
Must sell to a person with low income according to CLT restrictions	May sell to anyone
Must sell for a below-market price set by the CLT	May sell for any price

History and Prevalence

The CLT model emerged in the U.S. during the civil rights movement, as an effort to provide opportunities for long-term stability and independence for African Americans in the south.¹³ The first CLT was established in Ohio in 1969, but the model did not rise to prevalence until the 1990s.¹⁴ Today, there are over 160 CLTs across the country.¹⁵ The model has also spread to other continents and is continuing to gain popularity in North and South America, Australia, Africa, and Europe.¹⁶ CLTs in the United Kingdom have been “growing exponentially for a decade.”¹⁷

The largest CLT in the world operates in Vermont – the Champlain Housing Trust has over 3,000 homes available for families and individuals with low incomes.¹⁸ The Trust has a variety of residences and land types, from manufactured home lots, to condominiums, to four-bedroom single family homes, all offered at prices 30% to 400% lower than area medians.¹⁹ In Texas, the Houston CLT helped house 47 people in 21 homes between June 2019 and June 2020, and according to its annual report is the fastest growing CLT in the country.²⁰ The median sale price of residences in the Houston CLT is just over \$75,000, more than three times lower than the area median of \$240,000.²¹

State and local governments can encourage CLT formation and growth through subsidies for land purchases and other policy measures. For example, in the Fall of 2021, the mayor of Baltimore, Maryland announced that \$4 million would be given to CLT initiatives as “part of a broader mixed-income housing strategy.”²² The state of California adopted a law in 2016 designed to keep property taxes low for CLT properties. The law requires assessors to consider the fact that the CLT is in place intentionally to keep value appreciation low in order to keep prices low, leading to a lower assessed land value and lower property taxes.²³

Impact

CLTs are immensely valuable to the communities they operate in. By regulating sale and resale prices of residences and granting 99-year leases, they keep housing affordable in the long term without losing money or significantly disadvantaging residents. Although funding for land purchases and residence repairs or new construction can be difficult to acquire, once the initial investments are made, CLTs are self-sustaining and do not require significant additional resources.²⁴ CLTs are also beneficial because they are sensitive to local needs and priorities. They are governed by boards that often include subject-matter experts, local government leaders, and community members, including those who live in the CLT-sponsored residences.²⁵ CLTs can also protect their communities from negative consequences of gentrification because they own the land and are not at the mercy of changes in the economy that can begin to price people out of their communities.²⁶

CLT residences and residents are not subject to the same negative stigma that surrounds other affordable housing programs – such as rent controlled units and project-based housing – because CLT residences are often spread throughout a community, with CLTs buying up whatever property they can when it is financially feasible to do so. Residents are also homeowners – they are not as transient as renters, and they have an incentive to improve and maintain their properties. Although CLT residents cannot benefit financially as significantly from homeownership as traditional homeowners because of equity sharing and resale price restrictions, unlike renters they do experience some appreciation in value and get a return on their investment.²⁷ Finally, CLT residents have low rates of foreclosure likely due to affordable purchase prices and the willingness of many CLTs to assist their residents in case of default.²⁸

Conclusion

Community land trusts are emerging as a sustainable and effective tool to improve housing affordability and help under resourced families and individuals become homeowners. Although CLTs have not been as widely studied for effectiveness as more prevalent housing affordability tools such as rent control and public housing have, the data that does exist suggests that CLTs may be one of the most effective tools for increasing homeownership. Some even refer to CLTs as “proven winner[s].”²⁹ While some minor challenges for establishing CLTs exist (e.g., securing initial funding), states and local governments and non-profit organizations should consider establishing them in their communities to improve the health and wellbeing of community members who could not otherwise secure safe and affordable housing.

SUPPORTERS



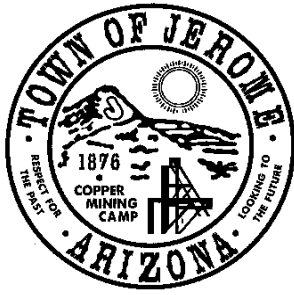
Robert Wood Johnson Foundation

Support for the Network provided by the Robert Wood Johnson Foundation. The views expressed in this document do not necessarily reflect the views of the Foundation.

This document was developed by Brianne Schell, J.D., M.A., for the Network for Public Health Law – Eastern Region Office. The Network for Public Health Law provides information and technical assistance on issues related to public health. The legal information and assistance provided in this document does not constitute legal advice or legal representation. For legal advice, please consult specific legal counsel.

January 2022

- ¹ HABITAT FOR HUMANITY, *The health benefits of ownership* (January 2019), <http://www.rchfh.org/wp-content/uploads/2019/01/Healthy-Homes.pdf>; Katie Moran-McCabe & Scott Burris, *Eviction and the Necessary Conditions for Health*, 385 New Eng. J. Med. 1443-1445 (Oct. 2021), <https://www.nejm.org/doi/full/10.1056/NEJMp2031947>.
- ² HABITAT FOR HUMANITY, *Beneficial impacts of homeownership: A research summary* (April 2016), <https://www.habitatbuilds.com/wp-content/uploads/2016/04/Benefits-of-Homeownership-Research-Summary.pdf>.
- ³ Evidence Matters, *Paths to Homeownership for Low-Income and Minority Households*, OFFICE OF POLICY DEVELOPMENT AND RESEARCH (2012), <https://www.huduser.gov/portal/periodicals/em/fall12/highlight1.html>.
- ⁴ NAT'L ALLIANCE TO END HOMELESSNESS, *State of Homelessness: 2021 Edition* (last accessed Jan. 26, 2022), <https://endhomelessness.org/homelessness-in-america/homelessness-statistics/state-of-homelessness-2021/>.
- ⁵ HABITAT FOR HUMANITY, *2020 State of the Nation's Housing report: 4 key takeaways for 2021* (last accessed Jan. 26, 2022), <https://www.habitat.org/costofhome/2020-state-nations-housing-report-lack-affordable-housing#:~:text=In%202019%2C%2037.1%20million%20households,30.2%25%20of%20all%20households%20nationwide.&text=Renters%20were%20more%20cost%20burdened,compared%20to%2021%25%20of%20homeowners>.
- ⁶ PD&R EDGE, *Community Land Trusts and Stable Affordable Housing* (Nov. 4, 2019), <https://www.huduser.gov/portal/pdredge/pdr-edge-featd-article-110419.html>.
- ⁷ *Id.*
- ⁸ Rosalind Greenstein & Yesmin Sungu-Erylimaz, *Community Land Trusts: Leasing Land for Affordable Housing*, LINCOLN INST. OF LAND POLICY (April 2005), <https://www.lincolninst.edu/publications/articles/community-land-trusts>.
- ⁹ LOCAL HOUSING SOLUTIONS, *Community land trusts* (last accessed Jan. 26, 2022), <https://localhousingsolutions.org/housing-policy-library/community-land-trusts/>.
- ¹⁰ Greenstein & Yesmin, *supra* note 8.
- ¹¹ *Id.*
- ¹² Louise Crabtree et al., *The Australian Community Land Trust Manual*, THE UNIV. OF W. SYDNEY (Feb. 2013), <https://researchdirect.westernsydney.edu.au/islandora/object/uws:26922/datastream/PDF/view>.
- ¹³ CMTY. LAND TRUST NETWORK, *What is a Community Land Trust (CLT)?* (last accessed Jan. 26, 2022), <https://www.communitylandtrusts.org.uk/about-clts/what-is-a-community-land-trust-clt/#history>.
- ¹⁴ *Id.*
- ¹⁵ Greenstein & Yesmin, *supra* note 8.
- ¹⁶ CTR. FOR CMTY. LAND TRUST INNOVATION, *Global CLT Map + Directory* (last accessed Jan. 26, 2022), <https://cltweb.org/resources/clt-directory/>.
- ¹⁷ CMTY. LAND TRUST NETWORK, *About Community Land Trusts* (last accessed Jan. 26, 2022), <https://www.communitylandtrusts.org.uk/about-clts/>.
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- ¹⁹ CHAMPLAIN HOUSING TRUST, *Find Your Next Home* (last accessed Jan. 26, 2022), <https://www.getahome.org/find-a-home/>.
- ²⁰ HOUSTON CMTY. LAND TRUST, *Annual Report: Report No. 1 (2019-2022)*, https://d1f9b87a-3352-426c-a05a-75efc30d7844.filesusr.com/ugd/f67c1c_39650edfc5b844d681c060837b7495d2.pdf.
- ²¹ *Id.*
- ²² D'Paul Nibber, *Baltimore City Announces Funding for Community Land Trusts*, MD. ASS'N OF COUNTIES: CONDUIT STREET (Sept. 3, 2021), <https://conduitstreet.mdcounties.org/2021/09/03/baltimore-city-announces-funding-for-community-land-trusts/>.
- ²³ CAL. REV. & TAX. CODE § 402.1.
- ²⁴ Greenstein & Yesmin, *supra* note 8.
- ²⁵ PD&R EDGE, *supra* note 6.
- ²⁶ Olivia R. Williams, *Community control as a relationship between a place-based population and institution: The case of a community land trust*, 33 LOCAL ECON. 459-476 (July 2018), <https://journals.sagepub.com/doi/pdf/10.1177/0269094218786898>.
- ²⁷ Meagan M. Ehlenz, *Making Home More Affordable: Community Land Trusts Adopting Cooperative Ownership Models to Expand Affordable Housing*, 26 J. OF CMTY. PRACTICE 283-307 (June 2018), <https://www.tandfonline.com/doi/abs/10.1080/10705422.2018.1477082?journalCode=wcom20>.
- ²⁸ *Id.*
- ²⁹ Jeff Stone, *A Commentary: Community Land Trust: It's Time to Back a Proven Winner*, FED. RESERVE BANK OF ST. LOUIS (July 1, 2003), <https://www.stlouisfed.org/publications/bridges/summer-2003/community-land-trust-its-time-to-back-a-proven-winner>.



Founded 1876
Incorporated 1899

TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

Item B.

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Consideration of Bids in Response to the Town's Issuance of an IFB for the Notice of Intent to Sell 655 Holly**

MEETING DATE: November 24, 2025

Summary:

At the November 11th meeting in which the 655 Holly Street bids were being considered, I was quite perplexed at the outcome. I cannot think of a negative to engaging with VVCDO on a Community Land Trust (CLT). The Town always talks about not being followers; being unique and doing what is right for the Town. This is an opportunity to do just that. I believe the perspective was slightly off. The Town is not only receiving \$143,500 on its original investment of \$295,000. The Town purchased the property for employee housing. That goal is still realized by selling it to the CLT – AND, the Town receives \$143,500, plus is not paying for much needed repairs and updates, nor retaining it as an ongoing asset and liability.

We have three (3) employees who have expressed interest in purchasing it at the price the land trust would be selling it at, and not at a price the open market would dictate. They would not be eligible for the open market price. Community Land Trusts are common for low-moderate wage municipal employees who work in a community where home prices preclude them from being able to purchase a home where they work.

Fiscal Impact:

The Town would receive funding of \$143,500~ which could be designated for use of a much-needed sanitation truck.

Recommendation:

Staff recommend Council approve the lone bid for 655 Holly with the VVCDO.

APPRAISAL OF REAL PROPERTY



LOCATED AT

655 Holly Ave
Jerome, AZ 86331
See Addendum

FOR

Pinnacle Bank
2855 W SR89A
Sedona, AZ 86336

OPINION OF VALUE

300,000

AS OF

09/30/2025

BY

Carolyn Stewart
Peaks Appraisal Service
5876 N Mountaineer Rd
Flagstaff, AZ 86004-2826
(928) 607-9077
carolyn@peaksappraisal.com

Uniform Residential Appraisal Report

File # PA.0925.18

Item B.

SALES COMPARISON APPROACH

There are 0 comparable properties currently offered for sale in the subject neighborhood ranging in price from \$ 200,000 to \$ 500,000 .																	
There are 1 comparable sales in the subject neighborhood within the past twelve months ranging in sale price from \$ 200,000 to \$ 500,000 .																	
FEATURE			SUBJECT			COMPARABLE SALE # 1			COMPARABLE SALE # 2			COMPARABLE SALE # 3					
Address 655 Holly Ave Jerome, AZ 86331						39 Paradise Ln Jerome, AZ 86331			711 Clark St Jerome, AZ 86331			38 Paradise Ln Jerome, AZ 86331					
Proximity to Subject						0.33 miles NW			0.15 miles SW			0.31 miles NW					
Sale Price			\$			\$ 350,000			\$ 330,000			\$ 225,000					
Sale Price/Gross Liv. Area			\$ 276.10 sq.ft.			\$ 394.14 sq.ft.			\$ 396.63 sq.ft.			\$ 239.36 sq.ft.					
Data Source(s)						SVVARMLS #537175;DOM 200			SVVARMLS#536549;DOM 74			SVVARMLS #535062;DOM 13					
Verification Source(s)						Yavapai County Rec. 13299			Yavapai County Rec. 38249			Yavapai County Rec. 15662					
VALUE ADJUSTMENTS			DESCRIPTION			DESCRIPTION + (-) \$ Adjustment			DESCRIPTION + (-) \$ Adjustment			DESCRIPTION + (-) \$ Adjustment					
Sales or Financing Concessions						ArmLth Cash;0			ArmLth Conv;0			ArmLth Cash;0					
Date of Sale/Time						s04/25;c03/25			s09/24;c08/24 +33,000			s04/24;Unk +33,750					
Location			N;Res;			N;Res;			N;Res;			N;Res;					
Leasehold/Fee Simple			Fee Simple			Fee Simple			Fee Simple			Fee Simple					
Site			2614 sf			5663 sf -45,000			3920 sf 0			4356 sf -20,000					
View			B;Res;Pano			B;Res;Pano			B;Res;Pano			B;Res;Pano					
Design (Style)			DT2;Multi Level			DT1;Single Lvl 0			DT2;Multi Level			DT1;Single Lvl 0					
Quality of Construction			Q4			Q4			Q4			Q4					
Actual Age			111			121 0			85 0			76 0					
Condition			C3			C3			C3			C5 +80,000					
Above Grade			Total	Bdrms.	Baths	Total	Bdrms.	Baths	Total	Bdrms.	Baths	Total	Bdrms.	Baths			
Room Count			0	0	0.0	5	2	1.0	-10,000	3	1	1.0	-10,000	4	2	1.0	-10,000
Gross Living Area			0 sq.ft.			888 sq.ft.			-88,800	832 sq.ft.			-83,200	940 sq.ft.			-94,000
Basement & Finished Rooms Below Grade			944sf699sfwo 0rr1br1.1ba2o			0sf			+69,900	832sf832sfwo 0rr1br0.5ba2o			+13,300	213sf0sfwo			+69,000
									+17,500				+10,000				+17,500
Functional Utility			Adequate			Adequate				Adequate				Adequate			
Heating/Cooling			FAU/Evap			FAU/CAC 0				FAU/Evap				FAU/Evap			
Energy Efficient Items			Typical			Typical				Typical				Typical			
Garage/Carport			1dw			1dw				None +15,000				1dw			
Porch/Patio/Deck			Porch, Patio			Porch, Patio				Porch, Patio				Porch, Patio			
Other Amenities			Basement Stg			Storage 0				Storage 0				Storage 0			
Net Adjustment (Total)						☐ + ☒ - \$ -56,400				☐ + ☒ - \$ -21,900				☒ + ☐ - \$ 76,250			
Adjusted Sale Price of Comparables						Net Adj. 16.1 % Gross Adj. 66.1 % \$ 293,600				Net Adj. 6.6 % Gross Adj. 49.8 % \$ 308,100				Net Adj. 33.9 % Gross Adj. 144.1 % \$ 301,250			

I ☒ did ☐ did not research the sale or transfer history of the subject property and comparable sales. If not, explain Yavapai County GIS, Realquest and Sedona Verde Valley Multiple Listing Service

My research ☐ did ☒ did not reveal any prior sales or transfers of the subject property for the three years prior to the effective date of this appraisal.
Data Source(s) Yavapai County GIS, Realquest and Sedona Verde Valley Multiple Listing Service
My research ☐ did ☒ did not reveal any prior sales or transfers of the comparable sales for the year prior to the date of sale of the comparable sale.
Data Source(s) Yavapai County GIS, Realquest and Sedona Verde Valley Multiple Listing Service
Report the results of the research and analysis of the prior sale or transfer history of the subject property and comparable sales (report additional prior sales on page 3).

ITEM	SUBJECT	COMPARABLE SALE #1	COMPARABLE SALE #2	COMPARABLE SALE #3
Date of Prior Sale/Transfer				
Price of Prior Sale/Transfer				
Data Source(s)	Yavapai County Record	Yavapai County Record	Yavapai County Record	Yavapai County Record
Effective Date of Data Source(s)	10/06/2025	10/06/2025	10/06/2025	10/06/2025

Analysis of prior sale or transfer history of the subject property and comparable sales The Subject has not transferred ownership in the past 36 months.
None of the Comparables Sales have had prior transfers in the past year.

Summary of Sales Comparison Approach The Jerome market presents a scarcity of recent, relevant sales data. No prior transactions match the Subject's unique feature of a fully below-grade basement. Furthermore, only one sale within the past year falls within 30% of the Subject's Gross Living Area (GLA), designated as Comp #1. Comps #2 and #3, though older than one year, are necessary inclusions to accurately depict the general market dynamics.
Comp #1 receives the primary weighting for its superior sales date.
Comp #2 is weighted second for offering strong comparisons in site size and condition.
Comp #3 is given the lowest weight due to its condition but provides supporting data regarding basement presence, property age, and overall size.
Indicated Value by Sales Comparison Approach \$ 300,000

RECONCILIATION

Indicated Value by: Sales Comparison Approach \$ 300,000 Cost Approach (if developed) \$ Income Approach (if developed) \$
The Sales Comparison Analysis is the most reliable indicator of value for this area as it directly reflects current market transactions. The Cost Approach was not used due to the difficulty in accurately determining depreciation. The Income Approach was unsuitable because the area is primarily owner-occupied, making income capitalization less applicable.
This appraisal is made ☐ "as is", ☒ subject to completion per plans and specifications on the basis of a hypothetical condition that the improvements have been completed, ☐ subject to the following repairs or alterations on the basis of a hypothetical condition that the repairs or alterations have been completed, or ☐ subject to the following required inspection based on the extraordinary assumption that the condition or deficiency does not require alteration or repair: Subject to completion of repairs stated in attached cost.
Based on a complete visual inspection of the interior and exterior areas of the subject property, defined scope of work, statement of assumptions and limiting conditions, and appraiser's certification, my (our) opinion of the market value, as defined, of the real property that is the subject of this report is \$ 300,000 , as of 09/30/2025 , which is the date of inspection and the effective date of this appraisal.

ADDITIONAL COMMENTS

Comparable Sales Comments:

The Appraiser primarily sought comparable sales that closed within the past 90 days, were located within one mile of the Subject, and bracketed the Gross Living Area (GLA) and room count within 20% of the prevailing neighborhood market norms. All potential comparables were rigorously reviewed and reconciled within the value range outlined on Page #2 of the Uniform Residential Appraisal Report (URAR).

The three sales ultimately included in this report were determined to be the best available and most comparable to the Subject property, providing the necessary support for the valuation. All adjustments made for dissimilarities between the Subject and the comparables are market-derived, verifiable, and adhere strictly to FNMA guidelines.

Adjustments

Site: Home sites in Jerome are often sloped and present challenges in providing functional outside spaces, such as yards, patios, and parking. The Subject's site is located on a slope, and the total parcel size of 2,614 square feet is based on two adjacent parcels (APN 401-07-080A, which holds the home, and APN 401-07-080, which is utilized as a patio area). Comp #1 is situated on a more level parcel and is over twice the size of the Subject's land, necessitating a market adjustment based on paired sales analysis. Comp #3 is also sloped but has a larger parcel with some level surplus land; therefore, a market adjustment is applied to account for the value of this excess usable land.

Living Area and Features

Differences in living area are adjusted at approximately 30% of the average price per square foot for the area. Adjustments for features are applied as follows:

Bedrooms are included in the living area adjustment.

Full Baths are adjusted at \$10,000 each.

Half Baths are adjusted at \$7,500 each.

Sales Date (Market Conditions)

An adjustment for market appreciation is applied to Comparables #2 and #3. Since these properties sold in 2024, an adjustment is warranted to reflect the measurable increase in value across the Verde Valley region (Cottonwood, Clarkdale, and Jerome) since that time.

Specific, recent market data for Jerome alone is limited, but its market trends are typically included within the greater Verde Valley area analysis.

The overall Cottonwood market demonstrated significant appreciation: in September 2025, the median sale price for homes in Cottonwood was \$447,250, representing an increase of 22.5% compared to the previous year.

Effective Age:

Despite planned updates and renovation, the Subject property retains an estimated Effective Age of 30 years due to the retention of its older foundational infrastructure. This determination is consistent with the surrounding neighborhood, where the majority of homes exceed 50 years of actual age.

COST APPROACH

COST APPROACH TO VALUE (not required by Fannie Mae)

Provide adequate information for the lender/client to replicate the below cost figures and calculations.

Support for the opinion of site value (summary of comparable land sales or other methods for estimating site value) The cost approach is typically not required by FNMA and is often not completed. The cost approach serves a valuation purpose for determining market value, not for insurance purposes. Site value is based on sales in the area with consideration of utility of the site, location and view. \$80,000 - \$125,000.

ESTIMATED <input type="checkbox"/> REPRODUCTION OR <input type="checkbox"/> REPLACEMENT COST NEW	OPINION OF SITE VALUE	= \$	110,000
Source of cost data	DWELLING Sq.Ft. @ \$	= \$	
Quality rating from cost service Effective date of cost data	Sq.Ft. @ \$	= \$	
Comments on Cost Approach (gross living area calculations, depreciation, etc.)		= \$	
	Garage/Carport Sq.Ft. @ \$	= \$	
	Total Estimate of Cost-New	= \$	
	Less Physical Functional External		
	Depreciation	= \$()
	Depreciated Cost of Improvements	= \$	
	"As-is" Value of Site Improvements	= \$	
Estimated Remaining Economic Life (HUD and VA only) 40 Years	INDICATED VALUE BY COST APPROACH	= \$	

INCOME

INCOME APPROACH TO VALUE (not required by Fannie Mae)

Estimated Monthly Market Rent \$ X Gross Rent Multiplier = \$ Indicated Value by Income Approach

Summary of Income Approach (including support for market rent and GRM)

PUD INFORMATION

PROJECT INFORMATION FOR PUDs (if applicable)

Is the developer/builder in control of the Homeowners' Association (HOA)? ☐ Yes ☐ No Unit type(s) ☐ Detached ☐ Attached

Provide the following information for PUDs ONLY if the developer/builder is in control of the HOA and the subject property is an attached dwelling unit.

Legal Name of Project

Total number of phases Total number of units Total number of units sold

Total number of units rented Total number of units for sale Data source(s)

Was the project created by the conversion of existing building(s) into a PUD? ☐ Yes ☐ No If Yes, date of conversion.

Does the project contain any multi-dwelling units? ☐ Yes ☐ No Data Source

Are the units, common elements, and recreation facilities complete? ☐ Yes ☐ No If No, describe the status of completion.

Are the common elements leased to or by the Homeowners' Association? ☐ Yes ☐ No If Yes, describe the rental terms and options.

Describe common elements and recreational facilities.

This report form is designed to report an appraisal of a one-unit property or a one-unit property with an accessory unit; including a unit in a planned unit development (PUD). This report form is not designed to report an appraisal of a manufactured home or a unit in a condominium or cooperative project.

This appraisal report is subject to the following scope of work, intended use, intended user, definition of market value, statement of assumptions and limiting conditions, and certifications. Modifications, additions, or deletions to the intended use, intended user, definition of market value, or assumptions and limiting conditions are not permitted. The appraiser may expand the scope of work to include any additional research or analysis necessary based on the complexity of this appraisal assignment. Modifications or deletions to the certifications are also not permitted. However, additional certifications that do not constitute material alterations to this appraisal report, such as those required by law or those related to the appraiser's continuing education or membership in an appraisal organization, are permitted.

SCOPE OF WORK: The scope of work for this appraisal is defined by the complexity of this appraisal assignment and the reporting requirements of this appraisal report form, including the following definition of market value, statement of assumptions and limiting conditions, and certifications. The appraiser must, at a minimum: (1) perform a complete visual inspection of the interior and exterior areas of the subject property, (2) inspect the neighborhood, (3) inspect each of the comparable sales from at least the street, (4) research, verify, and analyze data from reliable public and/or private sources, and (5) report his or her analysis, opinions, and conclusions in this appraisal report.

INTENDED USE: The intended use of this appraisal report is for the lender/client to evaluate the property that is the subject of this appraisal for a mortgage finance transaction.

INTENDED USER: The intended user of this appraisal report is the lender/client.

DEFINITION OF MARKET VALUE: The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he or she considers his or her own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions* granted by anyone associated with the sale.

*Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgment.

STATEMENT OF ASSUMPTIONS AND LIMITING CONDITIONS: The appraiser's certification in this report is subject to the following assumptions and limiting conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it, except for information that he or she became aware of during the research involved in performing this appraisal. The appraiser assumes that the title is good and marketable and will not render any opinions about the title.
2. The appraiser has provided a sketch in this appraisal report to show the approximate dimensions of the improvements. The sketch is included only to assist the reader in visualizing the property and understanding the appraiser's determination of its size.
3. The appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in this appraisal report whether any portion of the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
4. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand, or as otherwise required by law.
5. The appraiser has noted in this appraisal report any adverse conditions (such as needed repairs, deterioration, the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property or that he or she became aware of during the research involved in performing the appraisal. Unless otherwise stated in this appraisal report, the appraiser has no knowledge of any hidden or unapparent physical deficiencies or adverse conditions of the property (such as, but not limited to, needed repairs, deterioration, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) that would make the property less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, this appraisal report must not be considered as an environmental assessment of the property.
6. The appraiser has based his or her appraisal report and valuation conclusion for an appraisal that is subject to satisfactory completion, repairs, or alterations on the assumption that the completion, repairs, or alterations of the subject property will be performed in a professional manner.

Uniform Residential Appraisal Report

File # PA.0925.18

Item B.

APPRAISER'S CERTIFICATION: The Appraiser certifies and agrees that:

1. I have, at a minimum, developed and reported this appraisal in accordance with the scope of work requirements stated in this appraisal report.
2. I performed a complete visual inspection of the interior and exterior areas of the subject property. I reported the condition of the improvements in factual, specific terms. I identified and reported the physical deficiencies that could affect the livability, soundness, or structural integrity of the property.
3. I performed this appraisal in accordance with the requirements of the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.
4. I developed my opinion of the market value of the real property that is the subject of this report based on the sales comparison approach to value. I have adequate comparable market data to develop a reliable sales comparison approach for this appraisal assignment. I further certify that I considered the cost and income approaches to value but did not develop them, unless otherwise indicated in this report.
5. I researched, verified, analyzed, and reported on any current agreement for sale for the subject property, any offering for sale of the subject property in the twelve months prior to the effective date of this appraisal, and the prior sales of the subject property for a minimum of three years prior to the effective date of this appraisal, unless otherwise indicated in this report.
6. I researched, verified, analyzed, and reported on the prior sales of the comparable sales for a minimum of one year prior to the date of sale of the comparable sale, unless otherwise indicated in this report.
7. I selected and used comparable sales that are locationally, physically, and functionally the most similar to the subject property.
8. I have not used comparable sales that were the result of combining a land sale with the contract purchase price of a home that has been built or will be built on the land.
9. I have reported adjustments to the comparable sales that reflect the market's reaction to the differences between the subject property and the comparable sales.
10. I verified, from a disinterested source, all information in this report that was provided by parties who have a financial interest in the sale or financing of the subject property.
11. I have knowledge and experience in appraising this type of property in this market area.
12. I am aware of, and have access to, the necessary and appropriate public and private data sources, such as multiple listing services, tax assessment records, public land records and other such data sources for the area in which the property is located.
13. I obtained the information, estimates, and opinions furnished by other parties and expressed in this appraisal report from reliable sources that I believe to be true and correct.
14. I have taken into consideration the factors that have an impact on value with respect to the subject neighborhood, subject property, and the proximity of the subject property to adverse influences in the development of my opinion of market value. I have noted in this appraisal report any adverse conditions (such as, but not limited to, needed repairs, deterioration, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) observed during the inspection of the subject property or that I became aware of during the research involved in performing this appraisal. I have considered these adverse conditions in my analysis of the property value, and have reported on the effect of the conditions on the value and marketability of the subject property.
15. I have not knowingly withheld any significant information from this appraisal report and, to the best of my knowledge, all statements and information in this appraisal report are true and correct.
16. I stated in this appraisal report my own personal, unbiased, and professional analysis, opinions, and conclusions, which are subject only to the assumptions and limiting conditions in this appraisal report.
17. I have no present or prospective interest in the property that is the subject of this report, and I have no present or prospective personal interest or bias with respect to the participants in the transaction. I did not base, either partially or completely, my analysis and/or opinion of market value in this appraisal report on the race, color, religion, sex, age, marital status, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property or of the present owners or occupants of the properties in the vicinity of the subject property or on any other basis prohibited by law.
18. My employment and/or compensation for performing this appraisal or any future or anticipated appraisals was not conditioned on any agreement or understanding, written or otherwise, that I would report (or present analysis supporting) a predetermined specific value, a predetermined minimum value, a range or direction in value, a value that favors the cause of any party, or the attainment of a specific result or occurrence of a specific subsequent event (such as approval of a pending mortgage loan application).
19. I personally prepared all conclusions and opinions about the real estate that were set forth in this appraisal report. If I relied on significant real property appraisal assistance from any individual or individuals in the performance of this appraisal or the preparation of this appraisal report, I have named such individual(s) and disclosed the specific tasks performed in this appraisal report. I certify that any individual so named is qualified to perform the tasks. I have not authorized anyone to make a change to any item in this appraisal report; therefore, any change made to this appraisal is unauthorized and I will take no responsibility for it.
20. I identified the lender/client in this appraisal report who is the individual, organization, or agent for the organization that ordered and will receive this appraisal report.

Uniform Residential Appraisal Report

File # PA.0925.18

Item B.

21. The lender/client may disclose or distribute this appraisal report to: the borrower; another lender at the request of the borrower; the mortgagee or its successors and assigns; mortgage insurers; government sponsored enterprises; other secondary market participants; data collection or reporting services; professional appraisal organizations; any department, agency, or instrumentality of the United States; and any state, the District of Columbia, or other jurisdictions; without having to obtain the appraiser's or supervisory appraiser's (if applicable) consent. Such consent must be obtained before this appraisal report may be disclosed or distributed to any other party (including, but not limited to, the public through advertising, public relations, news, sales, or other media).

22. I am aware that any disclosure or distribution of this appraisal report by me or the lender/client may be subject to certain laws and regulations. Further, I am also subject to the provisions of the Uniform Standards of Professional Appraisal Practice that pertain to disclosure or distribution by me.

23. The borrower, another lender at the request of the borrower, the mortgagee or its successors and assigns, mortgage insurers, government sponsored enterprises, and other secondary market participants may rely on this appraisal report as part of any mortgage finance transaction that involves any one or more of these parties.

24. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

25. Any intentional or negligent misrepresentation(s) contained in this appraisal report may result in civil liability and/or criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Section 1001, et seq., or similar state laws.

SUPERVISORY APPRAISER'S CERTIFICATION: The Supervisory Appraiser certifies and agrees that:

- 1. I directly supervised the appraiser for this appraisal assignment, have read the appraisal report, and agree with the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.
- 2. I accept full responsibility for the contents of this appraisal report including, but not limited to, the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.
- 3. The appraiser identified in this appraisal report is either a sub-contractor or an employee of the supervisory appraiser (or the appraisal firm), is qualified to perform this appraisal, and is acceptable to perform this appraisal under the applicable state law.
- 4. This appraisal report complies with the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.
- 5. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

APPRAISER

Signature Carolyn Stewart
Name Carolyn Stewart
Company Name Peaks Appraisal Service
Company Address 5876 N Mountaineer Rd
Flagstaff, AZ 86004-2826
Telephone Number (928) 607-9077
Email Address carolyn@peaksappraisal.com
Date of Signature and Report 10/17/2025
Effective Date of Appraisal 09/30/2025
State Certification # 20935
or State License # _____
or Other (describe) _____ State # _____
State AZ
Expiration Date of Certification or License 03/31/2026

ADDRESS OF PROPERTY APPRAISED

655 Holly Ave
Jerome, AZ 86331
APPRAISED VALUE OF SUBJECT PROPERTY \$ 300,000

LENDER/CLIENT

Name No AMC
Company Name Pinnacle Bank
Company Address 2855 W SR89A, Sedona, AZ 86336
Email Address _____

SUPERVISORY APPRAISER (ONLY IF REQUIRED)

Signature _____
Name _____
Company Name _____
Company Address _____
Telephone Number _____
Email Address _____
Date of Signature _____
State Certification # _____
or State License # _____
State _____
Expiration Date of Certification or License _____

SUBJECT PROPERTY

- ☐ Did not inspect subject property
- ☐ Did inspect exterior of subject property from street
Date of Inspection _____
- ☐ Did inspect interior and exterior of subject property
Date of Inspection _____

COMPARABLE SALES

- ☐ Did not inspect exterior of comparable sales from street
- ☐ Did inspect exterior of comparable sales from street
Date of Inspection _____

Addendum					File No. PA.0925.18		Item B.
Borrower	Town of Jerome						
Property Address	655 Holly Ave						
City	Jerome	County	Yavapai	State	AZ	Zip Code	86331
Lender/Client	Pinnacle Bank						

Legal Description:
The surface only to a depth of 25 feet of Lot 6 and the West half of Lot 8, Block 2, MOUNTAIN VIEW SUBDIVISION, according to the plat of record in Book 2 of Maps, page 65, records of Yavapai County, Arizona[cite: 69, 70].

Subject - Overall Condition of the Property
The subject property is built with materials and construction methods consistent with its age and the local market. Given the challenging hillside topography of Jerome, the residence utilizes a two-level design built directly into the grade. After the proposed renovations, the home would be considered as C3 condition (C3 property is functional, habitable, and well-maintained relative to its age, but it shows some wear and tear and may need minor repairs or updates to aging components).

The first level is an unfinished basement/storage area at street level. The second level contains all the finished living space (accessed via a staircase from the first level) and is situated against the hillside. Because this main living level is partially below the exterior grade, the ANSI standard requires that the entire second level be classified as Below-Grade Finished Square Footage. Accordingly, the subject property does not report any Above-Grade Gross Living Area (GLA)

Note: While this classification affects how the square footage is reported on an appraisal form (separating it from the GLA), it doesn't necessarily mean the space has a lower market value.

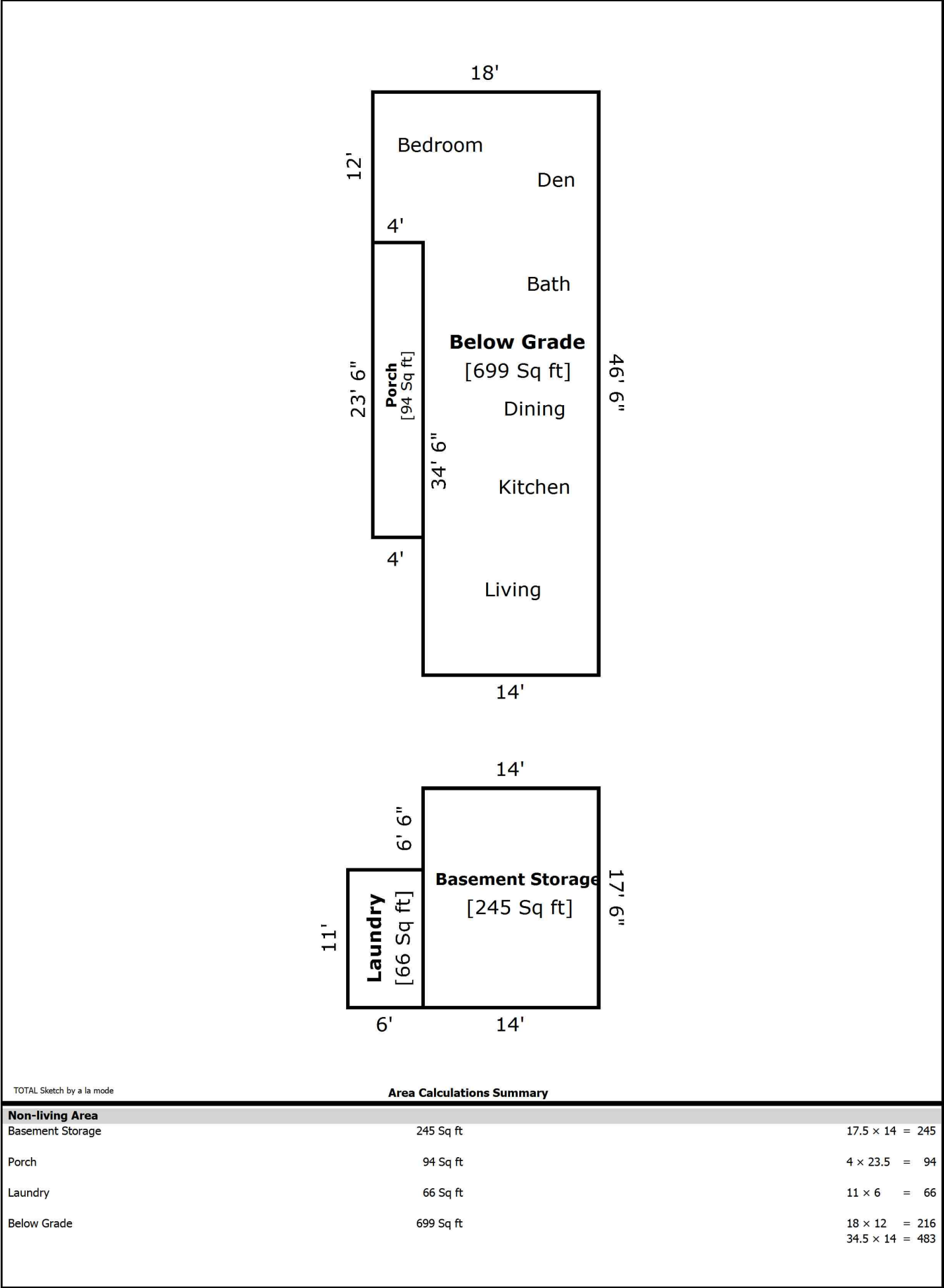
An appraiser is expected to consider the quality of the finish, light, walkout access, and the local market's perception of the space when determining the property's overall value.

In markets where finished walk-out lower levels or hillside homes are common and valued similarly to above-grade space, the home's living area is still assign a comparable value, but the area is reported separately as below grade to comply with the ANSI standard.

Building Sketch

Item B.

Borrower	Town of Jerome						
Property Address	655 Holly Ave						
City	Jerome	County	Yavapai	State	AZ	Zip Code	86331
Lender/Client	Pinnacle Bank						



Borrower		Town of Jerome		File No. PA.0925.18		Item B.	
Property Address		655 Holly Ave					
City		Jerome		County Yavapai		State AZ Zip Code 86331	
Lender/Client		Pinnacle Bank					

APPRAISAL AND REPORT IDENTIFICATION

This Report is one of the following types:

☒ Appraisal Report

(A written report prepared under Standards Rule 2-2(a) , pursuant to the Scope of Work, as disclosed elsewhere in this report.)

☐ Restricted Appraisal Report

(A written report prepared under Standards Rule 2-2(b) , pursuant to the Scope of Work, as disclosed elsewhere in this report, restricted to the stated intended use only by the specified client and any other named intended user(s).)

Comments on Standards Rule 2-3

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- Unless otherwise indicated, I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- Unless otherwise indicated, I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- I have no bias with respect to the property that is the subject of this report or the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.
- Unless otherwise indicated, I have made a personal inspection of the property that is the subject of this report.
- Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certification (if there are exceptions, the name of each individual providing significant real property appraisal assistance is stated elsewhere in this report).

Reasonable Exposure Time (USPAP defines Exposure Time as the estimated length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal.)

My Opinion of Reasonable Exposure Time for the subject property at the market value stated in this report is: _____

Exposure time for the Subject property is estimated at 30-90 days.

Comments on Appraisal and Report Identification

Note any USPAP-related issues requiring disclosure and any state mandated requirements:

I have performed prior services regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment. The lender/client is aware.

The appraiser certifies and agrees that this appraisal was prepared in accordance with the requirements of Title XI of the Financial Institutions, Reform, Recovery, and Enforcement Act (FIRREA) of 1989, as amended (12 U.S.C. 3331 et se.), and any applicable implementing regulations in effect at the time the appraiser signs the appraisal certification.

Appraisal Fee: The appraisal fee paid to Carolyn Stewart of Peaks Appraisal is \$500

APPRAISER:

Signature: 

Name: Carolyn Stewart

Certified Residential Appraiser

State Certification #: 20935

or State License #:

State: AZ Expiration Date of Certification or License: 03/31/2026

Date of Signature and Report: 10/17/2025

Effective Date of Appraisal: 09/30/2025

Inspection of Subject: ☐ None ☒ Interior and Exterior ☐ Exterior-Only

Date of Inspection (if applicable): 09/30/2025

SUPERVISORY or CO-APPRAISER (if applicable):

Signature: _____

Name: _____

State Certification #: _____

or State License #: _____

State: _____ Expiration Date of Certification or License: _____

Date of Signature: _____

Inspection of Subject: ☐ None ☐ Interior and Exterior ☐ Exterior-Only

Date of Inspection (if applicable): _____

Supplemental Addendum

File No. PA.0925.18

Item B.

Borrower	Town of Jerome				
Property Address	655 Holly Ave				
City	Jerome	County	Yavapai	State	AZ Zip Code 86331
Lender/Client	Pinnacle Bank				

CERTIFICATION ADDENDUM –

This report and its conclusions were developed and conveyed per the requirements and standard of USPAP (Uniform Standards of Professional Appraisal Practice) 2025, Fannie Mae, Freddie Mac, the Code of Appraisal Ethics and Standard of Professional Appraisal Practice of the Appraisal Institute.

INTENDED USER –

This report is intended for use by Pinnacle Bank, and is to evaluate the property that is the subject of this appraisal for banking, finance transactions only; subject to the stated Scope of Work, purpose of the appraisal, reporting requirements of the appraisal form and the Definition of Market Value. No additional Intended Users are identified by this Appraiser. No other use of this report is intended, permitted, or implied.

This appraisal report is signed with a digital signature so it can be transported electronically by PDF procedures. The signature complies with all federal and state laws, it is a true representation of the appraiser’s signature, is secure and irrevocable. While there is no way to prevent unethical or criminal tampering, this signature is password protected, binding the appraiser to the accuracy and completeness of the appraisal report

SCOPE OF WORK –

- The scope of the assignment agreed by the client and appraiser included a complete visual inspection of the subject property interior and exterior areas excluding the attic, crawlspace and areas which are not easily accessible or may be visually obstructed.
- Inspection of the neighborhood.
- Inspection of each comparable sale from the street.
- Verify and analyze data from reliable public and third party sources.
- Report the analysis, opinion and conclusions on 1004 appraisal form.
- The Cost Approach is not required by FNMA and not completed do insufficient market data of vacant home sites to determine site value and the difficulty of determining depreciation, the cost approach is not given any consideration in the final analysis. The Cost approach is for valuation purposes for market value and no for insurance purposes. The definition of Market value is not equivalent to insurable value. Insurable value is not authorized and should not be relied on for this report.

SUBJECT PROPERTY –

The address and/or owners name of the subject property was provided by the client to the appraiser. A search of county records and a third party property data base were utilized to attain plat map and recorded property data.

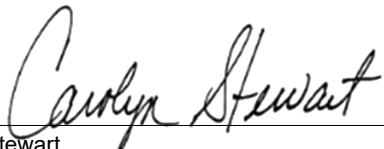
INSPECTION –

An “appraisal inspection” is not the same as a “home inspection”. The term “inspection” used in this report is defined as a visual inspection of the property, its components and the comparable sales used. It is recommended that the client and/or home owner should employ the services of a qualified home inspector which can verify the soundness, livability and structural integrity of the property.

The appraiser is not qualified to detect hazardous materials and has no knowledge of the existence of such materials on or in the property including mold, radon gas, mercury, lead base paint, formaldehyde materials, termites, and other hazardous materials which may or may not be present on the property, and was not observed by the appraiser. The presence of hazardous materials may affect the value of the property. The value estimated is predicated on the assumption that there is no such material on or in the property that would cause a loss in value. As per the Fannie Mae Selling Guide, this appraiser is not considered to be an expert in the field of environmental hazards

MARKET CONCESSIONS –

It is an Extraordinary Assumption that the sales and listings used in the report are considered similar to the Subject in market concessions and are true arm’s length transactions unless otherwise stated. This information is not typically available to the public unless published in county records or by the listing agent.

Signature 
Name Carolyn Stewart
Date Signed 10/17/2025
State Certification # 20935 State AZ
Or State License #

Signature _____
Name _____
Date Signed _____
State Certification # _____ State _____
Or State License # _____ State _____

Borrower	Town of Jerome				
Property Address	655 Holly Ave				
City	Jerome	County	Yavapai	State	AZ Zip Code 86331
Lender/Client	Pinnacle Bank				

HIGHEST AND BEST USE

The highest and best use of the Subject property is as improved. The Subject is Legally Permissible based on its current zoning. The site size, shape and land to building ratio allow for good utility making it Physically Possible. Based on the current market, a single family home is Financial Feasible and Maximally Productive.

ANSI –

Fannie Mae Standardized Property Measuring Guidelines

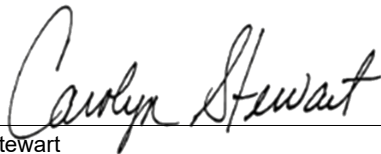
<https://singlefamily.fanniemae.com/media/30266/display>

Updated guidance Appraisers will be required to use the Square Footage-Method for Calculating: ANSI® Z765-2021 (American National Standards Institute®) Measuring Standard for measuring, calculating, and reporting gross living area (GLA) and non-GLA areas of subject properties for appraisals requiring interior and exterior inspections with effective dates of April 1, 2022 or later on loans sold to Fannie Mae.

Historically, Fannie Mae’s Selling Guide has not required the use of a specific measurement standard. This policy update will standardize the method used to measure, calculate, and report GLA and non-GLA areas of subject properties.

All footprint sketches and floor plans must be computer-generated (not hand-drawn), indicate all the dimensions needed to calculate the GLA and other required areas such as garage and basement, and show the calculations to demonstrate how the estimate for gross living area was derived.

Fannie Mae considers a level to be below-grade if any portion of it is below-grade, regardless of the quality of its finish or the window area of any room. Therefore, a walk-out basement with finished rooms would not be included in the above-grade room count.

Signature 
Name Carolyn Stewart
Date Signed 10/17/2025
State Certification # 20935 State AZ
Or State License #

Signature _____
Name _____
Date Signed _____
State Certification # _____ State _____
Or State License # _____ State _____

Location Map

Item B.

Borrower	Town of Jerome				
Property Address	655 Holly Ave				
City	Jerome	County	Yavapai	State	AZ
Lender/Client	Pinnacle Bank	Zip Code	86331		



Item B.



Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.

Aerial Map

Item B.

Borrower	Town of Jerome				
Property Address	655 Holly Ave				
City	Jerome	County	Yavapai	State	AZ Zip Code 86331
Lender/Client	Pinnacle Bank				



Subject Photo Page

Item B.

Borrower	Town of Jerome				
Property Address	655 Holly Ave				
City	Jerome	County	Yavapai	State	AZ Zip Code 86331
Lender/Client	Pinnacle Bank				



Subject Front

655 Holly Ave
Sales Price
G.L.A. 0
Tot. Rooms 0
Tot. Bedrms. 0
Tot. Bathrms. 0.0
Location N;Res;
View B;Res;Pano
Site 2614 sf
Quality Q4
Age 111



Subject Rear



Subject Street

Subject Photo Page

Item B.

Borrower	Town of Jerome				
Property Address	655 Holly Ave				
City	Jerome	County	Yavapai	State	AZ Zip Code 86331
Lender/Client	Pinnacle Bank				



Subject Side

655 Holly Ave
Sales Price
G.L.A. 0
Tot. Rooms 0
Tot. Bedrms. 0
Tot. Bathrms. 0.0
Location N;Res;
View B;Res;Pano
Site 2614 sf
Quality Q4
Age 111



Subject Side



Subject Street

Subject Interior Photo Page

Item B.

Borrower	Town of Jerome				
Property Address	655 Holly Ave				
City	Jerome	County	Yavapai	State	AZ Zip Code 86331
Lender/Client	Pinnacle Bank				



Basement Storage

655 Holly Ave
Sales Price
Gross Living Area 0
Total Rooms 0
Total Bedrooms 0
Total Bathrooms 0.0
Location N;Res;
View B;Res;Pano
Site 2614 sf
Quality Q4
Age 111



Laundry Room



Garage

Subject Interior Photo Page

Item B.

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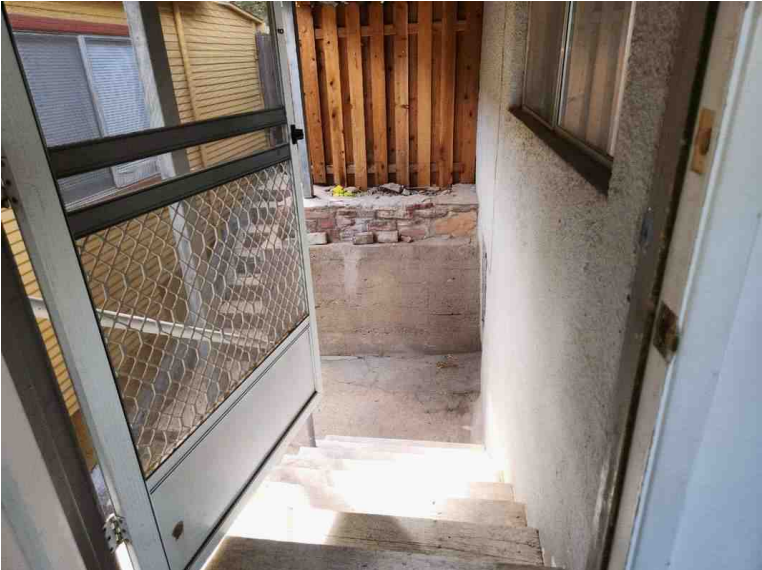


Basement - Furnace

655 Holly Ave
Sales Price
Gross Living Area 0
Total Rooms 0
Total Bedrooms 0
Total Bathrooms 0.0
Location N;Res;
View B;Res;Pano
Site 2614 sf
Quality Q4
Age 111



Street View



Porch

Subject Interior Photo Page

Item B.

Borrower	Town of Jerome				
Property Address	655 Holly Ave				
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Lender/Client	Pinnacle Bank	Zip Code	86331		



Living Room

655 Holly Ave
Sales Price
Gross Living Area 0
Total Rooms 0
Total Bedrooms 0
Total Bathrooms 0.0
Location N;Res;
View B;Res;Pano
Site 2614 sf
Quality Q4
Age 111



Living Room



Kitchen

Subject Interior Photo Page

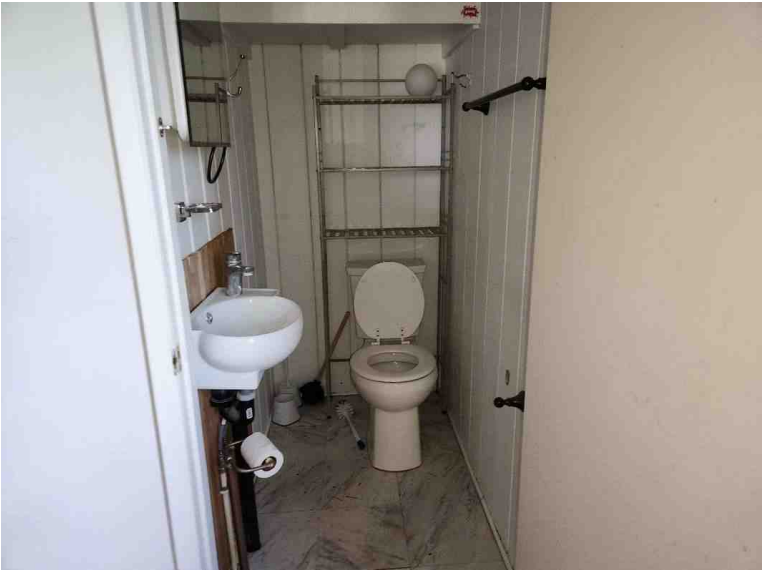
Item B.

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Lender/Client	Pinnacle Bank	Zip Code	86331		

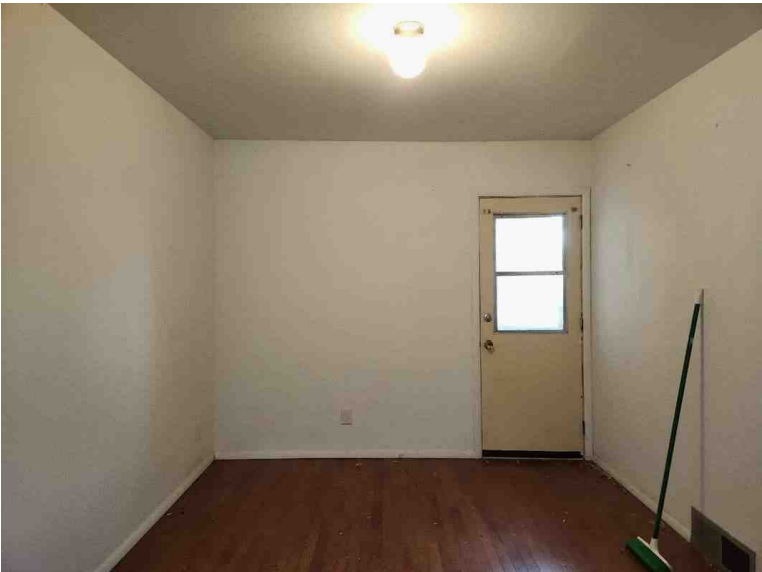


Dining

655 Holly Ave	
Sales Price	
Gross Living Area	0
Total Rooms	0
Total Bedrooms	0
Total Bathrooms	0.0
Location	N;Res;
View	B;Res;Pano
Site	2614 sf
Quality	Q4
Age	111



1/2 Bath



Den

Subject Interior Photo Page

Item B.

Borrower	Town of Jerome				
Property Address	655 Holly Ave				
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Lender/Client	Pinnacle Bank				



Bedroom

655 Holly Ave
Sales Price
Gross Living Area 0
Total Rooms 0
Total Bedrooms 0
Total Bathrooms 0.0
Location N;Res;
View B;Res;Pano
Site 2614 sf
Quality Q4
Age 111



Kitchen



Bath

Subject Interior Photo Page

Item B.

Borrower	Town of Jerome					
Property Address	655 Holly Ave					
City	Jerome	County	Yavapai	State	AZ	Zip Code 86331
Lender/Client	Pinnacle Bank					



Dining

655 Holly Ave
Sales Price
Gross Living Area 0
Total Rooms 0
Total Bedrooms 0
Total Bathrooms 0.0
Location N;Res;
View B;Res;Pano
Site 2614 sf
Quality Q4
Age 111



Dining



Dining

Subject Interior Photo Page

Item B.

Borrower	Town of Jerome					
Property Address	655 Holly Ave					
City	Jerome	County	Yavapai	State	AZ	Zip Code 86331
Lender/Client	Pinnacle Bank					



Dining

655 Holly Ave
Sales Price
Gross Living Area 0
Total Rooms 0
Total Bedrooms 0
Total Bathrooms 0.0
Location N;Res;
View B;Res;Pano
Site 2614 sf
Quality Q4
Age 111



Dining



Dining

Comparable Photo Page

Item B.

Borrower	Town of Jerome					
Property Address	655 Holly Ave					
City	Jerome	County	Yavapai	State	AZ	Zip Code 86331
Lender/Client	Pinnacle Bank					



Comparable 1

39 Paradise Ln	
Prox. to Subject	0.33 miles NW
Sale Price	350,000
Gross Living Area	888
Total Rooms	5
Total Bedrooms	2
Total Bathrooms	1.0
Location	N;Res;
View	B;Res;Pano
Site	5663 sf
Quality	Q4
Age	121



Comparable 2

711 Clark St	
Prox. to Subject	0.15 miles SW
Sale Price	330,000
Gross Living Area	832
Total Rooms	3
Total Bedrooms	1
Total Bathrooms	1.0
Location	N;Res;
View	B;Res;Pano
Site	3920 sf
Quality	Q4
Age	85



Comparable 3

38 Paradise Ln	
Prox. to Subject	0.31 miles NW
Sale Price	225,000
Gross Living Area	940
Total Rooms	4
Total Bedrooms	2
Total Bathrooms	1.0
Location	N;Res;
View	B;Res;Pano
Site	4356 sf
Quality	Q4
Age	76

J.D.S Improvements LLC
ROC#328514
290 South 6th Place
Cottonwood, AZ 86326
US
jds@jdsimprovements.co
m
www.jdsimprovements.co
m



Estimate 1387

ADDRESS

Mary Chicoine
655 Holly Ave
Jerome, AZ 86331

DATE	TOTAL
09/08/2025	\$38,000.00

DATE	DESCRIPTION	AMOUNT
	Renovation Quote – 655 Holly Ave, Jerome, AZ 86331	38,000.00
	Total Contract Price: \$38,000	
	Scope of Work – Itemized Costs	
	Task Bid Amount	
	Ceiling replacement & patching (with paint finish) \$5,500	
	Windows (5 units) \$5,000	
	Window tinting (5 units) \$900	
	Bathroom remodel \$6,500	
	Chain-link fence (~50 lf, 6') \$1,800	
	Siding (localized Hardie repairs) \$2,000	
	Handrails & protection wall \$3,200	
	Laundry room (pre-hung door, valves, drain) \$2,500	
	Crawl space repairs \$1,100	
	Electrical upgrades \$2,100	
	Cabinetry & counters \$3,400	
	Front area carpet (sunroom only) \$1,200	
	Miscellaneous carpentry \$800	
	Interior painting (full) \$3,800	
	Termite treatment (allowance) \$1,200	
	Total \$38,000	

DATE	DESCRIPTION	AMOUNT
	Inclusions	
	Labor, supervision, and project management for all listed scopes.	
	Materials and fixtures as specified for each task, using mid-grade selections unless otherwise approved.	
	Interior painting of all walls, ceilings, and trim.	
	Exterior painting of repaired siding to match existing finish.	
	Disposal and haul-off of construction debris created by our work.	
	One-year workmanship warranty; manufacturer warranties passed through.	
	Exclusions	
	Asbestos abatement or remediation (if discovered during demo).	
	City/county permitting fees, plan review, or special inspections.	
	Utility company fees for connection or service upgrades.	
	Client-directed scope changes, upgrades, or substitutions beyond inclusions.	
	Contract Protections	
	Unforeseen Conditions: Hidden issues (rot, structural damage, subfloor replacement, plumbing leaks, electrical deficiencies, asbestos/lead) will be documented and issued as a Change Order for written approval before proceeding.	
	Material Escalation: Pricing assumes current market rates. Any increase over 5% prior to procurement may be subject to a Change Order.	
	Code Compliance: Any modifications mandated by inspectors beyond the defined scope will be addressed through Change Orders.	
	Scope Limitations: Work is limited to items listed in this proposal. Any additional requests will be priced separately.	
	Payment Schedule	
	Deposit (65%) due at signing: \$24,700	
	Progress Payment (25%) due at substantial completion of ceilings, windows, and bathroom rough-in: \$9,500	
	Final Payment (10%) due upon completion and client walkthrough: \$3,800	

~God Bless you always~

~And~

~Thank you for your business~

TOTAL	\$38,000.00
-------	-------------

THANK YOU.

Accepted By

Accepted Date

Department of Insurance and Financial Institutions
State of Arizona

CRA - 20935

CAROLYN S STEWART

This document is evidence that:
Arizona Revised Statutes, relating to the establishment and operation of a:

Certified Residential Real Estate Appraiser

and that the Deputy Director of Financial Institutions of the State of Arizona has granted this license to transact the business of a:

Certified Residential Real Estate Appraiser

CAROLYN S STEWART

This license is subject to the laws of Arizona and will remain in full force and effect until expired, surrendered, revoked or suspended as provided by law.

Expiration Date : **March 31, 2026**