



Erie County Land Bank Residential Renovation Application

Please complete this form in its entirety. The Land Bank seeks to transfer properties to responsible buyers who can successfully demonstrate a viable plan for the property. **This Application cannot be processed without the signed Terms and Conditions form, attached to this document.** The ECLB may require more information. All applicants must demonstrate that they have secured funding in an amount sufficient to cover all acquisition costs and all renovation costs at the time of submitting the application.

The approval of an application and transfer of a property is at the sole discretion of the ECLB Board. Although offer amount is an important aspect of the application, the property use, rehabilitation plan (if applicable) and other aspects of the application submitted are also important. The highest offer amount does NOT guarantee the transfer of a property and submitting an application does not guarantee approval to purchase a property.

If the intended use of the property is for a side lot or residential vacant lot, please complete the appropriate applications found at <https://www.eriecountylandbank.org>.

All Applications should be submitted via email to christie@eriecountylandbank.org or by mail or in person to:
Erie County Land Bank
1230 Townhall Rd W, Suite 500
Erie, PA 16509

If you have any questions about submitting this Application or acquiring a property through ECLB please call (814) 580-8990 Monday through Friday.

The ECLB reserves the right to decline to proceed with any Application for any property at any time.

Applicant Information

Name: _____
2nd Applicant: _____
Organization**: _____
(if applicable)
Phone Number: _____
Email Address: _____
Address: _____

**Please attach Articles of Incorporation or Organizational Documents

Do you have a personal or professional relationship with the Erie County Land Bank, any of its directors, or employees?

Yes No If yes, please explain: _____

How did you hear about ECLB: Internet Social Media Yard Sign News Word of Mouth Other _____

Property Information

Address: _____

Parcel ID: _____

Interior Visit Date: _____

Plan for Property

Redevelopment Plan

Rehabilitate
Occupy "As Is"
Demolish
New Construction

Management Plan

Occupy as owner occupant
Occupy as primary resident and rental
Operate property as rental
Redevelop and re-sell
Other: _____

Please describe your vision for the property and your detailed plan to accomplish it. The more detail you provide, the better. Attach additional pages if needed. Please include the following items:

- A completed Work Plan (Pg. 5 -6)
- Qualifications/training that you or those that may be helping you have to complete the project
- Estimated timeline for completion of project
- Schematics/sketches drawing of rehabilitation or new construction
- Photos of past projects you have completed
- Reason for interest in property

Management Plan

If you are planning on managing this property as a rental, please include the following information. The more detail you provide, the better.

Please include **ALL** of the following items:

- Form B: Rental Form
- Anticipated market served
- The plan on managing the property if you are located outside of Erie County or outside an adjacent county to Erie County
- Letters of Support, from community leaders, neighborhood leaders, or neighboring residents, etc. (Optional)

Proof of Necessary Finances

Please attach an explanation of how the property and renovations, if any planned, will be financed. The ECLB may request more information. All applicants will be required to demonstrate that they have secured funding in an amount sufficient to cover all acquisition costs and all renovation costs at the time of submitting the application.

Please attach current proof of financial capacity, including documentation with dates, and select the type(s) you've provided from this list:

- Bank Statement
- Loan Pre-Qualification Letter
- Letter of Credit
- Other Documentation

Offer Amount for property: \$ _____

Estimated Cost of Improvements (if applicable): \$ _____

If you are working with a Real Estate Agent, please provide their name, phone number, and email address:

Applicant Owned Properties

Do you own any properties?

Yes No

If yes, please list properties below. Attach additional pages if needed.

Complete Application:

Please initial each item to indicate this is included in your application. **All items MUST be included, or your application will not be considered complete.**

- Completed Application for Property with Structure
- Proof of Necessary Finances to cover all acquisition costs and all renovation costs
- Review and sign Terms and Conditions
- Copy of Photo ID
- List of properties owned by Applicant and proof of current tax payments
- If Organization, Articles of Incorporation or Organizational Documents
- ~~Application Fee~~
- Completed Work Plan, including estimated rehab cost, timeline for improvements, and verification project meets local zoning regulations (if applicable)

Form A: Work Plan

When completing the Work Plan, **please reference the Property Intake Evaluation Report** associated with each property, located at the bottom of the respective property information page.

Applicant Name:	Total Rehab Amount:
Property Address:	Projected Rehab Completion Date:
Parcel ID Number:	

In addition to entering the source of a cost estimate, please attach copies of all estimates.

Location	Performing Work	Repair and Description	Cost Estimate of Material (include source)	Cost of Labor	Timeline
Example: Roof Assembly	Contractor (ABC Roofing)	Roof Replacement, gutter replacement for main house and porch	Included	\$12,000.00	90 days
Example: Interior Surfaces and Assemblies	Self	Replace seven windows (~\$250 each), replace interior doors and hardware (5X\$125 each), sand and resurface downstairs, carpet upstairs, paint throughout	\$28,000 (ABC Hardware)	My labor	90 days
	Contractor	Repair Drywall	Included	\$3,000.00	30 days
Mechanical (HVAC, chimney, furnace, etc.)					
Plumbing					
Electrical					

Location	Performing Work	Repair and Description	Cost Estimate of Material (include source)	Cost of Labor	Timeline
Interior Surfaces and Assemblies (doors, drywall, paint, flooring, smoke detectors, framing, water proofing, etc.)					
Exterior Surfaces and Assemblies (exterior paint, steps, railing, sidewalk, driveway, window frames, soffit/fascia, foundation, siding, exterior doors, etc.)					
Roof and Gutter Assemblies (main roof, porch roof, shed roof gutters, downspouts, etc.)					

Total Renovation:

\$
-

Additional Information (Please include additional pages if necessary):

FORM B: Rental Form

If you are planning on managing this property as a rental, please complete this form.

Property Address:

Monthly Gross Income	
Number of Units	
Average Monthly Rent per Unit	
Total Rental Income	
Other Monthly Income (laundry, vending, parking, etc.)	
Total Monthly Operating Income	
Monthly Gross Expenses	
Property Management Fees	
Repairs and Maintenance	
Real Estate Taxes	
Rental Property Insurance	
Homeowners/Property Association Fees (if applicable)	
Cable, Phone, Internet	
Mortgage Loan Payment	
Advertising	
Total Monthly Operating Expenses	
Net Gross Income (NOI)	
Total Monthly Operating Income	
Total Monthly Operating Expense	
Monthly Net Operating Income	

Terms & Conditions

Residential Renovation

Qualifying Applicant

- Yes No Does the Applicant now own, or did the Applicant own during the past seven years, a property that is or was subject to property tax foreclosure proceedings?*(If the Applicant is an individual, answer on behalf of yourself and any business of which you are/were a shareholder, partner, member or officer.)*
- Yes No Does the Applicant have any ownership interest in any properties that are delinquent on their municipal taxes, school taxes, county taxes, water, sewage, or refuse bills or other public liens?
(The ECLB reserves the right to request documentation pertaining to the payment of taxes and municipal fees on properties.)
- Yes No Does the Applicant have un-remedied code violations or unfulfilled state and local fines on properties owned in part or in full by the applicant?
(The ECLB reserves the right to collect code information on the Applicant's properties and any violations that are identified will be grounds for ineligibility. The ECLB also reserves the right to inspect the general condition of properties owned by the Applicant and may decline to work with an Applicant if the Applicant owns property that violates local and state property/building codes.)
- Yes No Does the Applicant own property which has a history of criminal activity or which has been the subject of any disruptive property or nuisance ordinance prosecutions during the Applicant's ownership?
- Yes No Has the Applicant violated any previous agreements with the ECLB or relinquished ownership of properties previously acquired from the ECLB back to the ECLB?
- Yes No The Applicant understands that the Applicant's eligibility requirements may not be circumvented by having another person or entity apply for the property on behalf of an ineligible party.
(An Applicant that is a corporation, trust, partnership, limited liability company, limited liability partnership, or nonprofit will be required to submit additional information in order for the ECLB to evaluate its eligibility to be a recipient of property transfers.)
- Yes No The Applicant was not the owner of the property at the time of the tax foreclosure action which transferred title to the ECLB, this includes shareholders, partners, members, and officers of the business entity owner and immediate family members of the individual owner.

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Property Plan

- Yes No Does the Applicant plan to maintain or develop the property in a fashion that is compliant with local, state or federal code or law?
- Yes No Does the Applicant plan to maintain or develop the property in a fashion that complies with local zoning and ordinances and does the proposed end use comply with the Applicable zoning and local laws?
(The ECLB may at its sole discretion choose to cooperate with an Applicant's efforts to obtain approval for a change in zoning from the member municipality required for the proposed end-use. The ECLB may make the approval of any necessary zoning change a condition in the ECLB Agreement of Sale.)
- Yes No The ECLB may provide an Applicant an ECLB Property Intake Evaluation Report. The Applicant agrees to rehabilitate the property, at a minimum, according the Intake Evaluation Report, which only provides general renovation specifications. The ECLB Property Intake Evaluation Report should not be the sole source from which Applicants develop their work plan. Additionally, ECLB reserves the right to require renovation work, in addition to the scope of work identified in the Intake Evaluation Report.

Applicant Pre-Approval

- Yes No The Applicant completed an Application for the property of interest.
- Yes No The Applicant is aware that the ECLB Agreement of Sale must be signed within 7 business days from receipt by the Applicant, unless otherwise specified by a ECLB representative.
- Yes No The Applicant is providing documentation that shows that they have the ability to finance the cost of acquisition and, if applicable, demolition, new construction, and/or renovations.
- Yes No The Applicant is aware the ECLB reserves the right to request references, of any Applicant, at the ECLB's discretion. If requested, references must be provided within 5 business days of the request.
- Yes No The Applicant is aware that the property must meet building code requirements, complete necessary inspections and permits, and provide documentation of necessary inspections and permits at the completion of the rehabilitation project.
- Yes No The Applicant is aware that the ECLB may decide not to transfer any property unless and until an ECLB Agreement of Sale is signed. In addition, the ECLB may not proceed with any Application for any property at any time.

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- Yes No If the Application is approved, the Applicant is aware that they must meet with a representative of ECLB to go over the ECLB Property Intake Evaluation Report that was completed on the property.
- Yes No The Applicant is aware that the ECLB Property Intake Evaluation Report **DOES NOT** address local building code requirements; this must be coordinated by the approved Applicant (Transferee with the local building department).
- Yes No If this Application is approved, the Applicant agrees to execute an Agreement of Sale which may include a Renovation Enforcement Note, Mortgage, or other Restrictive Covenants.

Transferee Responsibilities

If the Application is Approved, the ECLB Agreement of Sale is signed, and the property is transferred to the new owner then, the Applicant becomes the Transferee. The Applicant is aware the Transferee:

- Yes No If applicable, is responsible to coordinate with the appropriate department for the jurisdiction the property is located in. This includes permits, completing rehab work, and inspection sign offs.
- Yes No If applicable, will provide copies of permits and sign offs to the ECLB.
- Yes No If applicable, will provide the ECLB a copy of the Certificate of Occupancy upon completion of work.
- Yes No Is responsible, if the property has a septic system, to meet approval of the Erie County Health Department specifications and comply with all regulations, inspections and timelines set forth by the department.
- Yes No Will have sole financial responsibility for all costs associated with labor, materials, supplies, etc.
- Yes No Projects are subject to periodic inspections at the discretion of ECLB. If applicable, a final inspection will be required after completion of all items on the ECLB Property Intake Evaluation Report.
- Yes No Transferee understands that ECLB strongly recommends that you obtain hazard and liability insurance for the property.
- Yes No Is responsible for turning on, maintaining, and paying for all utilities used at the property after the property is transferred to the new owner.

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Yes No Knows the ECLB highly recommends the Transferee obtains adequate insurance, including title insurance to protect the Transferee’s investment in the property.

ECLB Disposition Process

ECLB may consider multiple Applications and associated re-use plans for the same property.

ECLB disposition decisions will, above all, be based upon an assessment of the most efficient and effective way to maximize the priorities listed in the Administrative Policies and Procedures.

The ECLB may allow any of the Applicants 15 days to submit any outstanding information to complete the Application needed to determine the Transferee’s eligibility and if reuse plans are consistent with ECLB and members’ disposition priorities. The ECLB reserves the right to extend this to 30 days on a case-by-case basis.

The ECLB Board has final authority to approve the transfer of all ECLB property.

ECLB will execute an appropriate ECLB Agreement of Sale between the approved Transferee and the ECLB. The ECLB Agreement of Sale may include, but is not limited to:

- A determined use of the property.
- An amount disclosing the proper consideration and payment method for the property.
- A reversionary provision outlining the rights the ECLB has to remedy any terms unfulfilled by the transferee.
- Any other conditions or restrictions that the ECLB deems necessary to ensure the use, rehabilitation and redevelopment of the property in a manner consistent with the priorities of the ECLB and its members.

The ECLB will not consider other Applications for the same property upon the execution of an ECLB Agreement of Sale.

By signing below, I agree that I have read and I accept the Terms and Conditions

Applicant

Date

Applicant

Date