

Residential Renovation Program Application

The Land Bank seeks to transfer properties to responsible buyers who can successfully demonstrate a viable plan for available parcels. Following Municipality and Board approval, the ECLB will enter into an Agreement of Sale with the qualified Applicant who submits a complete and acceptable Application. **This Application must be completed in its entirety, and cannot be processed without the signed Terms and Conditions form. The ECLB may require more information or perform a background check on the Applicant(s).**

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 Application found at eriecountylandbank.org. Applications can be filled out online at the "View Properties" tab (preferred).

To qualify for consideration, Applicants must meet the following minimum qualifications:

- The Applicant must not own any real property which has unmitigated violations of state or local codes (including building, zoning, and property maintenance).
- The Applicant must not own any real property that is tax delinquent.
- The Applicant must not have been the prior owner of any real property within Erie County that was acquired by a local government through execution of a judgment relating to municipal liens.

Applications may be submitted via email to: apply@eriecountylandbank.org

or via mail or in person to: Erie County Land Bank, 1230 Townhall Road West, Suite 500, Erie, PA 16509

If you have any questions, please call our office Monday through Friday at (814) 580-8990.

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

Applicant Information

Name(s) _____

Organization (if applicable)* _____

**If an Organization, please attach Articles of Incorporation or Organizational Documents*

Address _____ Phone _____

E-mail _____

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

☐ Yes ☐ No If Yes, please explain: _____

If you are working with a Real Estate Agent, please provide their information:

Name _____

Phone _____ E-mail _____

Property Information

Address _____ Parcel # _____

(leave blank if uncertain)

Interior Visit Date _____

Offer Amount for Parcel: \$ _____

Estimated Cost of Renovation: \$ _____

How did you hear about this opportunity? ☐ Internet ☐ Social Media ☐ Yard Sign ☐ Word of Mouth ☐ ECLB employee
☐ Other _____

Property Ownership

Please list all properties in which the Applicant(s) has/have ownership interest.

Property Plan

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 Resell
- ☐ Other _____

^ If intending to operate as a Rental, you'll be asked to complete a Rental Pro Forma.

Please describe your vision for the property and your detailed plan to accomplish it **with a timeline**. The more detail you provide, the better. Attach additional pages if needed.

Please include the following items:

- A completed Work Plan (Form A, pages 3-4)
- Qualifications/training that you or those that may be helping you have to complete the project
- Schematics/sketches/drawings of rehabilitation or new construction
- Photos of past projects you have completed
- Reason for interest in property

Financial Plan

Please provide an explanation of how the purchase of the property and improvements (if applicable) will be financed.

If your application is approved, you will be required to demonstrate through dated documentation that you have secured funding in an amount sufficient to cover all acquisition costs and all renovation costs before an ECLB Agreement of Sale will be executed.

FORM A: WORK PLAN

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

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

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

Location	Performing Work	Repair and Description	Estimated Cost of Material (include source)	Cost of Labor	Timeline
Interior Surfaces and Assemblies (doors, drywall, paint, flooring, smoke detectors, framing, waterproofing, 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 Cost:

Additional Information (include additional pages if necessary)

Terms & Conditions

This form must be completed in its entirety, signed, and dated in order for the Application to be considered for approval.

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 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 owned by the Applicant.)
- ☐ Yes ☐ No Does the Applicant have unremedied 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 properties or nuisance ordinance prosecutions during the Applicant's ownership?
- ☐ Yes ☐ No Has the Applicant violated 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 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.

Property Plan

- ☐ Yes ☐ No Does the Applicant plan to maintain or develop the property in a fashion that is compliant with local, state, and federal code and/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 special exemption, variance, or conditional use from a municipal member zoning ordinance. The ECLB may make the approval of any special exemption, variance, or conditional use a condition in the ECLB Sales and Purchase Agreement.)
- ☐ Yes ☐ No The Applicant agrees to rehabilitate the property, at a minimum, according the ECLB Property 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, the 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 is aware that the Agreement of Sale must be signed within seven (7) business days of notification of an accepted Application, unless otherwise specified by the ECLB. |
| ☐ Yes | ☐ No | The Applicant will provide upon request documentation showing they have the ability to finance the cost of acquisition and 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; and that if requested, references must be provided within five (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 project. |
| ☐ Yes | ☐ No | If the Application is approved, the Applicant agrees to execute an Agreement of Sale which may include a Renovation Enforcement Note, Mortgage, or other Restrictive Covenants. |
| ☐ Yes | ☐ No | If the Application is approved, the Applicant is aware that they must meet with a representative of the ECLB to go over the ECLB Property Intake Evaluation Report completed for 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 | 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 decide not to proceed with any Application for any property at any time. |

Transferee Responsibilities

If the Application is approved and an ECLB Agreement of Sale is signed, the Applicant becomes the Transferee. The Applicant is aware that the Transferee:

- | | | |
|------------------------------|-----------------------------|---|
| ☐ Yes | ☐ No | Is responsible to coordinate with the appropriate department for the jurisdiction the property is located in, including permits, completing rehab work, and inspection sign-offs. |
| ☐ Yes | ☐ No | Will provide copies of permits and sign-offs to the ECLB. |
| ☐ Yes | ☐ No | 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 | Is aware that projects are subject to periodic inspections at the discretion of the ECLB; and that a final inspection will be required after completion of all items on the ECLB Property Intake Evaluation Report. |
| ☐ 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 (Transferee). |
| ☐ Yes | ☐ No | Is aware the ECLB strongly recommends the Transferee obtain adequate insurance, including title insurance, to protect the Transferee's investment in the property. |

Verification Documents

The following documents must be included in order for the Application to be considered for approval:

- ☐ Clear copy of state photo ID ☐ Verification that renovations meet zoning regulations

ECLB Disposition Process

The 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 Applicant 15 days to submit any outstanding information needed to complete the Application and/or 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.

The ECLB will execute an appropriate 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, and that all information included in this Application is correct to the best of my knowledge.

Applicant

Date

Co-Applicant

Date