

Erie County Land Bank Side Lot Program 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 Side Lot. ECLB will enter into an Agreement of Sale with the first qualified Applicant who submits a complete and acceptable Application, after Board approval. **This Application cannot be processed without the signed Terms and Conditions form, attached to this document.** The ECLB may require more information or perform a background check on the applicant(s).

If the intended use of the property is for a property with a house or a vacant lot, please complete the appropriate applications found at www.eriecountylandbank.org.

All Applications should be submitted via mail or in person to:

Erie County Land Bank
1230 Townhall Road 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: _____

How did you hear

about ECLB: Internet Social Media Yard Sign News Word of Mouth Other _____

Property Information

Address: _____

Parcel ID: _____

The side lot listed above is adjacent to my primary residence that I own*:

Yes No

* If you are not the record owner of the property you must complete the Equitable Owner Supplement attached to this Application.

Please describe your vision of the property and your detailed plan to accomplish it. The more detail you can provide, the better. ECLB staff must be able to communicate your proposal to the Board for review and approval. Attach additional pages if needed.

Redevelopment Plan

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Expansion of yard | <input type="checkbox"/> Deck/Patio |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Garage |
| <input type="checkbox"/> Additional Landscaping | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Driveway | |

If you are enhancing the side lot with the addition of any structures (fence, deck, patio), please describe the improvements with a timeline:

Proof of Necessary Finances

Please attach an explanation of how the purchase of the property and new construction/improvements (if applicable) will be financed. The ECLB may request more information.

Please include one of the following:

- W2
- Four weeks of recent pay stubs
- Most recent tax return

Please attach proof of financial capacity:

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

Price of Side Lot: \$ _____

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

Checklist for Complete Application:

- Completed Application for Side Lot Development Program
- Proof of Necessary Finances
- Review and sign Terms and Conditions
- Copy of Photo ID
- List of properties owned by Applicant and proof of current tax payments (if applicable)
- ~~Application Fee (if improvements are planned for side lot)~~
- Verification that improvements meet zoning regulations (if applicable)
- Equitable Owner Supplement (if applicable)

Terms & Conditions

Side Lot Program Application

Qualifying Applicant

The Side Lot Development Program operates on a strict first come, first served basis. ECLB will enter into an Agreement of Sale with the first qualified Transferee to submit a complete and acceptable application, after Board approval. Transferees must own or be an equitable owner and occupy as their primary residence the contiguous property adjacent to the side lot of interest.

- | | | |
|-----|----|--|
| 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 own, in part or in full, any properties that are delinquent on municipal taxes, school taxes, county taxes, water, sewage, or refuse bills or other public liens?
<i>(The ECLB reserves the right to request documentation pertaining to the payment of taxes and municipal fees on properties owned by the applicant.)</i> |
| 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?
<i>(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.)</i> |
| Yes | No | Does the applicant own property which has a history of criminal activity or subject to disruptive properties 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 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.
<i>(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.)</i> |
| 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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Side Lot Program Application

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 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.)*

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 3 business days from notification of an accepted Application, 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, improvements.
- 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.

Terms & Conditions

Side Lot Program Application

Transferee Responsibilities

If the application is approved and an ECLB Agreement of Sale is signed, 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 | Will have sole financial responsibility for all costs associated with labor, materials, supplies, etc. |
| 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

The Side Lot Development Program operates on a strict first come, first served basis. The Board shall be responsible for authorizing the transfer of property. ECLB will enter into an Agreement of Sale with the first qualified Transferee to submit a complete and acceptable application, after Board approval.

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 _____