

Tri-COG Land Bank Application for Side Lot Development

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. TCLB will enter into an Agreement of Sale with the first, qualified Applicant to submit 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 TCLB 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 applicable applications found at <https://tricoglandbank.org/properties/residential-properties>.

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

Tri-COG Land Bank
1705 Maple Street Suite 100
Homestead, PA 15120

If you have any questions about submitting this Application or acquiring a property through TCLB please call 412-462-7600, Monday through Friday 8am – 3pm.

The TCLB 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 TCLB: 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. TCLB staff must be able to communicate your proposal to the Board for review and approval. Attach additional pages if needed.

Redevelopment Plan

- Expansion of yard
- Fence
- Additional Landscaping
- Driveway
- Deck/Patio
- Garage
- Other: _____

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 TCLB 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): \$ _____

Fee Schedule

The Processing Fee is a required, non-refundable fee to process your application and must be paid by check or money order. Checks should be made payable to Tri-COG Land Bank.

Applicant Fee

Individual \$30

Co-applicants \$60

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)

Qualifying Applicant

The Side Lot Development Program operates on a strict first come, first served basis. TCLB 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.

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|-----|----|--|
| 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 TCLB 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 TCLB reserves the right to collect code information on the applicant's properties and any violations that are identified will be grounds for ineligibility. The TCLB 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 TCLB or relinquished ownership of properties previously acquired from the TCLB back to the TCLB? |
| 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 TCLB 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 TCLB, 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 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?
<i>(The TCLB 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 TCLB may make the approval of any special exemption, variance or conditional use a condition in the TCLB Sales and Purchase Agreement.)</i> |

Applicant Pre-Approval

- | | | |
|-----|----|--|
| Yes | No | The applicant completed an application for the property of interest. |
| Yes | No | The Applicant is aware that the TCLB Agreement of Sale must be signed within 3 business days from notification of an accepted Application, unless otherwise specified by a TCLB 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 TCLB may decide not to transfer any property unless and until a TCLB Agreement of Sale is signed. In addition, the TCLB may not proceed with any Application for any property at any time. |



Terms & Conditions

Side Lot Development Program

Transferee Responsibilities

If the application is approved and a TCLB 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 TCLB highly recommends the Transferee obtains adequate insurance, including title insurance, to protect the Transferee’s investment in the property.

TCLB 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. TCLB will enter into an Agreement of Sale with the first qualified Transferee to submit a complete and acceptable application, after Board approval.

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

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

Applicant _____ Date _____

Applicant _____ Date _____