

Tri-COG Land Bank

Application for Property with House

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 TCLB 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 TCLB 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://tricoglandbank.org/properties/residential-properties/>.

All Applications should be submitted via email to applications@tricoglandbank.org or by 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: _____

**Please attach Articles of Incorporation or Organizational Documents

Do you have a personal or professional relationship with the Tri-COG Land Bank, any of its directors, or employees?

Yes No If yes, please explain: _____

How did you hear

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

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 Allegheny County or outside an adjacent county to Allegheny 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 TCLB 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.

Fee Schedule

The Processing Fee is a required, non-refundable fee to process your application and must be paid by check or money order. An application will not be processed or reviewed until the Applicant Fee is received. Checks should be payable to Tri-COG Land Bank and can be mailed to: Tri-COG Land Bank, 1705 Maple St Suite 100, Homestead, PA 15120.

Applicant Fee

Individual \$30

Co-applicants \$60

Business \$30 (per partner)

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 Assessment 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

Property with House

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 TCLB 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 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.)
- 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 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.
(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.)
- 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.

Terms & Conditions

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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 TCLB 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 TCLB may make the approval of any necessary zoning change a condition in the TCLB Agreement of Sale.)
- Yes No The TCLB may provide an Applicant a TCLB Property Assessment Report. The Applicant agrees to rehabilitate the property, at a minimum, according the Assessment Report, which only provides general renovation specifications. The TCLB Property Assessment report should not be the sole source from which Applicants develop their work plan. Additionally, TCLB reserves the right to require renovation work, in addition to the scope of work identified in the Assessment Report.

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 7 business days from receipt by the Applicant, 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, demolition, new construction, and/or renovations.
- Yes No The Applicant is aware the TCLB reserves the right to request references, of any Applicant, at the TCLB'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 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

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| Yes | No | If the Application is approved, the Applicant is aware that they must meet with a representative of TCLB to go over the TCLB Property Assessment Report that was completed on the property. |
| Yes | No | The Applicant is aware that the TCLB Property Assessment 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 TCLB 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 TCLB. |
| Yes | No | If applicable, will provide the TCLB 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 Allegheny 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 TCLB. If applicable, a final inspection will be required after completion of all items on the TCLB Property Assessment Report. |
| Yes | No | Transferee understands that TCLB 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 TCLB highly recommends the Transferee obtains adequate insurance, including title insurance to protect the Transferee's investment in the property.

TCLB Disposition Process

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

TCLB 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 - <https://tricoglandbank.org/resources/>.

The TCLB 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 TCLB and members' disposition priorities. The TCLB reserves the right to extend this to 30 days on a case-by-case basis.

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

TCLB will execute an appropriate TCLB Agreement of Sale between the approved Transferee and the TCLB. The TCLB 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 TCLB has to remedy any terms unfulfilled by the transferee.
- Any other conditions or restrictions that the TCLB deems necessary to ensure the use, rehabilitation and redevelopment of the property in a manner consistent with the priorities of the TCLB and its members.

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