

Application Process



Tri-COG Land Bank (TCLB) strategically invests in blighted properties to enhance community safety, value and vibrancy. By acquiring abandoned properties and putting them back on the market with clear, insurable titles, we help to promote stable neighborhoods and stimulate a healthier community.

Overview of Our Process



Property Visit

Potential purchasers must visit the property they are interested in purchasing. This includes completing a Property Access Agreement and scheduling a site visit.



Application Submission

After the site visit, the next step is to complete a Property Application along with all required attachments. All applications are evaluated for eligibility and completeness by TCLB staff. Applications MUST be complete by the indicated due date on the TCLB website to be considered at the specified Board Meeting. We strongly encourage submitting applications prior to the due date for TCLB staff to review application and request any additional materials needed.



Application Review

Complete and eligible applications are presented to the TCLB Board of Directors. 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 strength 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.



Closing Preparation

Once a property application is accepted by the TCLB Board of Directors, an Agreement of Sale, including the purchaser's rehabilitation plan and rehabilitation timeline, will be executed.



Repairs and Final Inspection

It is the responsibility of the buyer to apply for and obtain any construction permits and permissions from federal, state, and local governments, and to obtain all permissions required from utilities.

In the event that a buyer fails to complete a rehabilitation, as outlined in the executed Agreement of Sale, TCLB can re-acquire a property after attempts to inform the buyer that they are non-compliant with the sales agreement. The purpose of this mechanism is to make sure that TCLB is fulfilling its commitment to our members to successfully restore blighted properties to productive community use.

COVID-19 Procedures

TCLB is doing everything possible to keep buyers and staff safe. TCLB complies with guidelines outlined by the CDC, PA and local health agencies. Due to this, we ask that all visitors to properties schedule a meeting with the office, so that we have the ability to limit overlap of property visitors. Each visitor(s) will be permitted 30 minutes to walk through the property and ask any specific property questions. This can be adjusted, dependent on scheduling and prior requests by a potential buyer for more time. Please be aware that a second visit can be scheduled, if more time is needed after an initial site visit. Scheduling a visit also allows the Land Bank to convey necessary paperwork without contact. In accordance with Pennsylvania law, Visitors must wear a mask during the course of the entire property visit.

Standard Purchase Process

 TCLB Action Item

 Buyer Action Item

 Both



Schedule a property visit.



Complete a TCLB Property Access Agreement.



Review the Property Assessment Report prior to your visit.



Visit the property and ask TCLB questions.



Provide additional application information if requested.



TCLB will review the application for eligibility and completeness.

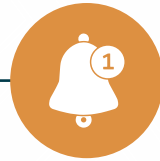


Complete an application.

Eligible and complete applications received 14 days prior to the Board Meeting will be submitted with a summary to the Advisory Committees and Board.



Board votes on application.



TCLB notifies you if the application is approved or denied.



Schedule Property Property visit to review Property Assessment Report and Work Plan



Complete all property repairs and improvements and schedule a final inspection with TCLB if required by the Agreement of Sale.



Begin any necessary rehab projects. Any permits and permissions are the responsibility of the buyer, along with all expenses associated with rehab.



Attend property closing.



Agreement of Sale executed.