



Tri-COG Land Bank
Application for Property with House
Tri-COG Land Bank 房产申请表

Only fully completed applications will be accepted and submitted to Tri-COG Land Bank's Board of Directors to consider. The following items ***must be completed in their entirety and included with your application***, or your application will not be considered complete. 只有完整填写的申请表会被提交给Tri-COG Land Bank董事会进行评估。下列各项必须全部填写在您的申请表中，否则您的申请将无法提交。

- ☐ Completed Application for Property with House (Pages 2-14) 填写完整的房产申请表(第2-14页)
- ☐ If Organization; Articles of Incorporation or Organizational Documents, including current list of partners (Page 2) 如果是组织名义申请；需要公司章程或组织文件，包括目前的合伙人名单(第2页)
- ☐ Proof of Necessary Finances to cover all acquisition costs and all renovation costs (Page 4-5) 支付所有购置费用和所有装修费用的必要资金证明(第4-5页)
- ☐ List of properties owned by Applicant and proof of current tax payments (Page 6) 申请人拥有的财产清单和当前纳税证明(第6页)
- ☐ Completed Management Plan (Page 7) 已完成的管理计划(第7页)
- ☐ Completed Form A: Work Plan, including estimated rehab cost, timeline for improvements, and verification project meets local zoning regulations (if applicable) (Pages 8-9) 已完成的表格A:工作计划，包括估计的修复成本、修复计划时间表以及验证项目是否符合当地的法规(如果适用)(第8-9页)
- ☒ Completed or initialed Form B: Rental Form (Page 10) 已签署的表格B:租赁表格(第10页)
- ☐ Fully initialed and signed Terms and Conditions (pages 11-14) 完全签署的条款 (第11-14页)
- ☐ Copy of Photo ID 身份证复印件
- ☐ Application Processing Fee (see fee schedule below) 申请费用(见下面的费用表)
- ☐ Signed/Initialed Copies of Seller's Disclosure and Lead Based Disclosure (Can be obtained from Property Listing on tricoglandbank.org) 已签署的卖方公开信息和铅基信息的副本(可从tricoglandbank.org的财产清单中获得)

Application Fee Schedule

申请费用一览表

The Application 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 Application Processing Fee is received. 申请费用是处理你的申请所必需的，概不退还，必须用支票或汇票进行支付。在收到申请费之前，已提交的申请不会被处理或审核。

Checks should be payable to Tri-COG Land Bank and can be mailed or delivered to: Tri-COG Land Bank, 1705 Maple St Suite 100, Homestead, PA 15120.

支票应支付给Tri-COG Land Bank，并可以邮寄或交付到：Tri-COG Land Bank, 1705 Maple St Suite 100, Homestead, PA 15120.

Application Processing Fee:

申请费用:

- Individual \$30 个人: 30美元
- Co-applicants \$60 共同申请人: 60美元
- Business/Organization \$30 (per partner) Example: If your LLC has three partners the fee is \$90, etc.
企业/组织: 30美元/每个合伙人 例如:如果你的有限责任公司有三个合伙人, 费用是90美元。

2026 Application Deadlines

2026年申请截止日期

All applications are considered monthly at TCLB Board Meetings. Board Meetings are *typically* held the 2nd Thursday of the month. Applications are due at least 10 days prior to the meeting. Applications submitted after the deadline will not be considered for that month's Board meeting. You are encouraged to **submit your application as early as possible** to ensure sufficient time for processing and to address any issues or questions that TCLB may have.

所有的申请都会在每月的TCLB董事会上被考虑。董事会会议通常在每月的第二个星期四举行。申请截止日期至少在会议召开前10天。在截止日期之后提交的申请将不会在当月的董事会上被考虑。我们鼓励您尽早提交您的申请，以确保有足够的时间进行处理，并解决TCLB可能遇到的任何问题。

Application 申请提交截止日期		Deadline 董事会	
一月:	周一, 12月29日, 12:00pm	一月:	周四, 01月08日
二月:	周一, 02月02日, 12:00pm	二月:	周四, 02月12日
三月:	周一, 03月02日, 12:00pm	三月:	周四, 03月12日
四月:	周一, 03月30日, 12:00pm	四月:	周四, 04月09日
五月:	周一, 04月27日, 12:00pm	五月:	周四, 05月07日
六月:	周一, 06月01日, 12:00pm	六月:	周四, 06月11日
七月:	周一, 06月29日, 12:00pm	七月:	周四, 07月09日
八月:	周一, 08月03日, 12:00pm	八月:	周四, 08月13日
九月:	周一, 08月31日, 12:00pm	九月:	周四, 09月10日
十月:	周一, 09月28日, 12:00pm	十月:	周四, 10月08日
十一月:	周一, 11月02日, 12:00pm	十一月:	周四, 11月12日
十二月:	周一, 11月30日, 12:00pm	十二月:	周四, 12月10日

Tri-COG Land Bank

Application for Property with House

Tri-COG Land Bank 房产申请表

You must complete this form in its entirety. Tri-COG Land Bank (TCLB) 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. 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. TCLB may require more information.

你必须完整地填写这张表格。Tri-COG Land Bank (TCLB)致力于将房产转让给负责任的买家，这些买家能够成功地证明该房产的可行计划。如果没有本文件所附的已签署的条款页，本申请将无法给予处理。所有申请人必须证明他们在提交申请时能够支付所有购置费用和所有装修费用。TCLB可能需要更多信息。

TCLB properties are sold in “AS-IS” condition and no warranties are made regarding property condition. The applicant assumes all responsibility to investigate the property and consider the improvements and cost of improvements in their application. TCLB encourages interested purchasers to engage a contractor or inspector to evaluate the property prior to submitting an application. After an application is submitted and approved, you may not change the offer amount or negotiate contingencies related to property condition.

TCLB 房产按“原样”出售，不对房产状况做出任何保证。申请人承担所有评估房产的责任，并考虑房产的修复成本和计划。TCLB鼓励感兴趣的购买者在提交申请前聘请承包商或检查员对房产进行评估。申请提交并获得批准后，您不得更改报价金额也不能就与房产状况有关的意外情况进行谈判。

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 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.

TCLB董事会全权决定是否批准申请和转让房产。虽然报价金额是申请的一个重要方面，但提交的申请中有关房产用途、修复计划等方面也很重要。最高出价金额并不能保证房产的转让，提交申请也不能保证购买房产的批准。

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/>. 如果该房产的预期用途是作为侧用地或住宅空地，请填写适当的申请表，可在以下网址找到：<https://tricoglandbank.org/properties/residential-properties/>。

All Applications should be submitted via email to applications@tricoglandbank.org or by mail or in person to:
所有申请应通过电子邮件提交至applications@tricoglandbank.org 或邮寄或亲自寄送至：

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. 如果您对提交此申请或通过TCLB获得房产有任何疑问，请致电412-462-7600，周一至周五上午8点到下午3点。

TCLB reserves the right to decline to proceed with any Application for any property at any time. TCLB保留在任何时候拒绝任何房产申请的权利。

Applicant Information

申请人信息

Name: _____ 2nd Applicant: _____
第一申请人: _____ 第二申请人: _____

Organization**: _____ EIN**: _____
(If applicable) (if applicable)

组织**: _____ EIN**: _____
(如果适用) (如果适用)

If Application is accepted, who will take title of property: _____
(List all names)

如果申请被批准, 谁将获得房产所有权: _____
(列出所有名字)

Phone Number: _____ Email Address(es): _____
电话号码: _____ 电子邮件地址(可多个): _____

Address: _____
地址: _____

****Please attach Articles of Incorporation or Organizational Documents including a list of all current partners**

****请附上公司章程或组织文件, 包括所有当前合作伙伴的名单**

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

您与Tri-COG Land Bank、其任何董事或员工是否有私人或职业关系?

Yes ☐ No ☐ If Yes, please explain: _____

是 ☐ 否 ☐ 如果是, 请解释: _____

How did you hear about TCLB:

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

你是怎么知道我们的关于TCLB:

☐ 互联网 ☐ 社交媒体 ☐ Yard Sign ☐ 新闻 ☐ Word of Mouth ☐ 其他: _____

Property Information

房产信息

Address 地址: _____ Interior Visit Date 看房日期: : _____

Parcel ID 房产编码: _____

Plan/Vision for Property

房产规划和愿景

Redevelopment Plan

重建计划

- ☒ Renovate 翻新
- ☐ Demolish 拆除
- ☐ New Construction 新建

Post-Redevelopment Plan

重建后的计划

- ☐ Occupy as owner occupant 以业主身份自住
- ☐ Occupy owner occupant + Operate as rental 以业主身份自主并出租
- ☐ Developer who commits to sell to owner occupant 开放商承诺出售给自主的业主
- ☐ Operate property as rental 出租
- ☐ Re-sell 转售
- ☐ Re-sell or Operate property as rental 转售或出租
- ☐ Demolition – New Construction 拆除 – 新建
- ☐ Demolition – Vacant Land 拆除-空地
- ☐ Non-profit 非营利组织
- ☐ Other 其他: _____

Please describe your vision for the property and your detailed plan to accomplish it. The more detail you provide, the better. *Attach additional pages if needed.* Please include the following items: 请描述您对该房产的愿景以及实现该愿景的详细计划。你提供的细节越多越好。如有需要，可附页。请涵盖以下要点:

- Reason for interest in property. 对房产感兴趣的原因
- Any Qualifications/training that you/others who will help with the renovation have. 你/装修工人的工作资质? (包括但不限于培训经历, 从业资质等)
- Estimated timeline for completion of project. 项目预计完成时间
- Schematics, sketches, or drawings of rehabilitation or new construction. 修复或新建筑的示意图、草图或蓝图
- A completed Work Plan (Pages 7-8). 完整的工作计划(第7-8页)
- Photos of past projects you have completed (if applicable) 你过去完成的项目的照片(如果适用)

Property Offer
房产报价

Upon submission of this application, your offer amount will be considered final. ***TCLB does not allow offer amounts to be changed after application submission.*** If your offer amount depends upon results of property inspections, you must have those inspections conducted prior to submitting your application. 提交此申请后，您的报价金额将被视为最终金额。TCLB不允许在提交申请后更改报价金额。如果您的提交的金额取决于财产评估的结果，您必须在提交申请之前进行这些评估。

Final Offer Amount 最终报价金额: \$ _____

Estimated Rehabilitation Cost (if applicable) 估计修复费用(如适用): \$ _____

Proof of Necessary Finances 必要的财务证明

Please attach an explanation of how the property and renovations will be financed. TCLB may request additional information. All applicants are required to demonstrate that they have secured sufficient funds to ***cover all acquisition costs AND all renovation costs at the time of application submission.*** Failure to have sufficient funding to cover all acquisition costs and all renovation costs will mean your application will be deemed ineligible. Please use the Proof of Necessary Finances Worksheet on the next page to figure out how much you'll need to show. 请附上一份说明，说明该房产和修复的费用使用说明。TCLB可能会要求提供更多信息。所有申请人都必须证明他们在提交申请时已获得足够的资金来支付所有购置费用和所有修复费用。如果没有足够的资金支付所有的购买费用和修复费用，你的申请将被不予受理。请使用下一页的《必要资金证明工作表》来计算你需要提供多少资金证明。

Please attach current proof of financial capacity, documentation with name of applicant(s) and dates is required, and select the type(s) you've provided from the following list: 请附上当前的经济能力证明，需要有申请人姓名和日期的文件，并从以下列表中选择您提供的类型：

- ☐ Bank Statement 银行结单
☐ Loan Pre-Qualification Letter 贷款资格预审函
☐ Letter of Credit 信用凭证
☐ Detailed budget showing proof of income and discretionary fund (must be combined with another form from list)
详细预算和收入证明和可支配资金（银行结单，贷款资格预审函或信用凭证）
☐ Other Documentation 其他文件: _____

How do you propose to fund the acquisition of the property? (Your proof of finances should align with your proposed funding). 你打算如何筹集购买该房产的资金？(您的财务证明应与您提议的资金相符)

- ☐ Close with Cash 现金 ☐ Close with Financing 融资

Is there anything else TCLB should be aware of in regards to your offer? If so, please detail below. 关于你的报价，TCLB还有什么需要注意的吗？如果是，请在下面详细说明。

Buyer Representation 买方代表

If you are working with a *licensed* Real Estate Agent/Broker/Salesperson and you have signed a Buyer Agency Contract (BAC), please provide the following information: 如果您与持有营业执照的房地产代理商/经纪人/销售人员合作，并且您已经签署了买方代理合同，请提供以下信息：

Name 名称: _____ License Number 许可证号码: _____

Brokerage/Agency 经纪/代理: _____ Phone Number 电话号码: _____

Email Address 买方代理合同签署日期:_____ BAC Date:

Tri-COG Land Bank, in its sole discretion, may approve the payment of a commission to a licensed real estate broker or real estate salesperson representing buyers who acquire a property purchased from the Land Bank under the following conditions: 1) If the consideration paid for the property is \$10,000.00 or more, a commission of \$1,500 may be approved; 2) If the consideration paid for the property is less than \$10,000.00, a commission of \$500.00 may be approved; 3) the buyer must submit documentation signed by both the buyer and the broker/salesperson confirming the representation; 4) the broker/salesperson must possess a valid Pennsylvania real estate license; 5) the commission will be paid to the broker/salesperson at the time of closing; and 6) buyers acting as their own agent or broker are ineligible from receiving such a commission.

在以下条件下，Tri-COG土地银行可自行决定批准向代表从土地银行购买物业的买方的持牌房地产经纪人或房地产销售人员支付佣金:1)如果为该物业支付的对价为10,000.00美元或以上，则可批准支付1,500美元的佣金;2)如果为物业支付的对价少于10,000.00美元，则可以批准500.00美元的佣金;3)买方必须提交由买方和经纪人/销售人员签名的文件，以确认该陈述;4)经纪人/销售人员必须持有有效的宾夕法尼亚州房地产许可证;5)成交时将佣金支付给经纪人/销售人员;以及6)作为他们自己的代理或经纪人的买方没有资格接收这样的佣金。

Applicant Property Review
申请人房产审查

All TCLB applicants must submit a full list of properties (vacant land, residential, commercial, and other uses) they or their organization(s) own. TCLB independently verifies owned properties and may reach out for additional information. TCLB will contact you if unreported, owned properties are found to determine why they were omitted from the application. *Please see page 10 of this application for TCLB’s eligible applicant property qualifications.*

所有TCLB申请人必须提交一份他们或他们的组织拥有的财产(空地、住宅、商业和其他用途)的完整清单。TCLB独立核实自有财产，并可能寻求更多信息。如果发现有未报告的自有房产，TCLB将与您联系，以确定为什么在申请中遗漏了这些房产。请参阅本申请表的第10页，了解TCLB的合格申请人房产资格。

Do you own any properties (in whole or in part)? ☐Yes ☐No

你是否拥有任何房产(全部或部分)? ☐是 ☐否

If yes, please list all owned properties with full addresses below. Attach additional pages if needed.

如果是，请在下面列出所有拥有的房产及其详细地址。如有需要，可附页。

Do you own or hold a stake in a business that owns property (in whole or in part)? ☐Yes ☐No

你是否拥有或持有拥有财产(全部或部分)的企业的股份? ☐是 ☐否

If yes, please indicate the business name and list all business owned properties with full addresses below. Attach additional pages if needed.

如果是，请指出企业名称，并在下面列出所有企业拥有的财产和完整地址。如有需要，可附页。

What is the total number of properties you, your business, and a business you hold a stake in own? **

你、你的企业或你持有股份的企业拥有的房产总数是多少? **

Total # of Properties Owned: _____

拥有的房产总数: _____

If you, your organization, or an organization you hold a stake in **own more than ten (10) properties total you must submit verification from ALL taxing bodies (including but not limited to: County, Municipality, School District, etc.) that taxes are up to date as well as verification detailing no unmitigated code violations.

* **如果您、您的组织或您持有股份的组织拥有超过十(10)处房产，您必须提交所有税务机构(包括但不限于:县、市、学区等)的证明。)税

必要资金证明 工作表

请使用本工作表来核算您在购买和翻修 TCLB 房产
过程中，需要向 TCLB 提供的资金证明金额



Offer Amount:

出价金额

(请在此填写金额)

第一部分

Please insert the purchase price you are offering in this section. You can find this on Page 4 of the application.

请在本部分填写您所提供的购买价格（Purchase Price）。该信息可在申请表第 4 页中找到。

Total Rehab
Amount:

修缮总费用

(请在此填写金额)

第二部分

*Please insert the total amount you plan to spend on materials and labor for the renovation. You can find this in **Form A: Work Plan** on Page 7 of the application.*

请填写您计划用于本次翻修的材料及人工费用总额（Total Rehab Amount）。该信息可在申请材料**第 7 页表格 A《工作计划（Work Plan）》**中查阅。

Contingency
Funding:

应急备用金

(请在此填写金额)

第三部分

When purchasing an as-is property from TCLB, there can often be unplanned expenditures that arise as renovations move forward. Please take your Total Rehab Amount from Section 2 and multiply it by .10; enter that amount to the left of this box.

在从 TCLB 购买现状出售（as-is）房产时，随着翻修工作的推进，可能会产生一些未预先计划的额外支出。请将第二部分中的翻修总金额乘以 10%（0.10），并将计算所得金额填写在本框左侧。

Estimated Closing Costs:

预估成交/过户费

\$2,500

第四部分

Buyers are responsible for all closing costs. This is an estimated value; costs could be more or less depending on the property and/or location.

所有成交（过户）相关费用均由买方承担。此处所列金额为估算值，实际费用可能因房产状况和/或地理位置不同而有所差异。

FINAL ESTIMATE:

最终估算金额

In order to find the final amount required, please add together all costs from Section 1, Section 2, Section 3, and Section 4. You'll then need to submit proof that you have access to this amount in some capacity. Please see the Proof of Necessary Finances Section on Page 4 of the application to learn more about what qualifies.

请将第 1 至第 4 部分中的所有费用合计，以确定最终所需金额。之后需提交资金证明，证明您能够获得或使用该金额。符合要求的资金证明类型详见申请表第 4 页的《必要资金证明》部分。

收要求是最新的，以及没有code violation的详细说明。



Management Plan 管理计划

TCLB requires **all applicants** to live within 50 miles of Allegheny County or to have a point of contact who lives or whose principal place of business is within 50 miles of Allegheny County to manage the property throughout the rehabilitation process and, if applicable, post-rehabilitation. Please indicate your management plans for the below items:

TCLB要求所有申请人居住在距离阿勒格尼县50英里的范围内，或者有一个联系人居住在或其主要办公地点在阿勒格尼县50英里的范围内，以便在整个修复过程中以及修复后(如果适用)管理该房产。请指出您对以下项目的管理计划:

How do you plan to **manage the rehabilitation process** for the property you're applying for?

你打算如何管理你申请的房产的修复过程?

- ☐ I live within 50 miles of Allegheny County, I'll manage it myself.
- ☐ 我住在离阿勒格尼县不到50英里的地方，我会自己处理的。
- ☐ I have a point of contact who lives within 50 miles of Allegheny County who will manage it on my behalf.
- ☐ 我有一个联系人，住在离阿勒格尼县50英里以内，他将代表我管理此事。
- ☐ I have a contracting company that operates within 50 miles of Allegheny County that will manage it on my behalf.
- ☐ 我有一家承包公司，在阿勒格尼县50英里范围内经营，它将代表我管理它。
- ☐ Other: _____
- ☐ 其他: _____

How do you plan to **maintain the exterior** (cutting grass, shoveling snow from all public sidewalks, etc.) of the property you're applying for **during the rehabilitation process**?

在修复过程中，你打算如何维护所申请房产的外观(割草，铲所有公共人行道上的雪等)?

- ☐ I live within 50 miles of Allegheny County, I'll maintain it myself.
- ☐ 我住在离阿勒格尼县不到50英里的地方，我会自己维护它。
- ☐ I have a point of contact who lives within 50 miles of Allegheny County who will maintain it on my behalf.
- ☐ 我有一个联系人住在离阿勒格尼县50英里以内，他会代表我维护它。
- ☐ I have a management company that operates within 50 miles of Allegheny County that will maintain it on my behalf.
- ☐ 我有一家阿勒格尼县50英里范围内运营的管理公司，它将代表我维护它。
- ☐ Other: _____
- ☐ 其他: _____

How do you plan to maintain the exterior (cutting grass, shoveling snow from all public sidewalks, etc.) of the property you're applying for **following the completion of the rehabilitation process**?

在修复程序完成后，你打算如何维护所申请房产的外观(割草，铲所有公共人行道上的雪等)?

I plan on occupying the property as an owner occupant, I'll maintain it myself.

- ☐ 我打算以业主的身份入住，我会自己维护它。
- ☐ I live within 50 miles of Allegheny County, I'll maintain it myself.
- ☐ 我住在离阿勒格尼县不到50英里的地方，我会自己维护它。

- ☐ I have a point of contact who lives within 50 miles of Allegheny County who will maintain it on my behalf.
☐ 我有一个联系人住在离阿勒格尼县50英里以内，他会代表我维护它。
- ☐ I have a management company that operates within 50 miles of Allegheny County that will maintain it on my behalf.
☐ 我有一家阿勒格尼县50英里范围内运营的管理公司，它将代表我维护它。
- ☐ Other: _____
☐ 其他: _____

If you plan on **operating the property as a rental**, how do you plan to manage the property to ensure it's maintained, kept up to code, and receives all necessary permits?

如果您打算出租该房产，您打算如何管理该房产以确保其得到维护、符合规范并获得所有必要的许可？

- ☐ I don't plan on operating the property as a rental (**Please initial page 9**)
☐ 我不打算出租该房产(请在第9页签名)
- ☐ I live within 50 miles of Allegheny County, I'll manage it myself.
☐ 我住在离阿勒格尼县不到50英里的地方，我会自己处理的。
- ☐ I have a point of contact who lives within 50 miles of Allegheny County who will manage it on my behalf.
☐ 我有一个联系人，住在离阿勒格尼县50英里以内，他将代表我管理此事。
- ☐ I have a management company that operates within 50 miles of Allegheny County that will manage it on my behalf.
☐ 我有一家阿勒格尼县50英里范围内运营的管理公司，它将代表我管理它。
- ☐ Other: _____
☐ 其他: _____

Local Point of Contact/ Management Company

当地联络点/管理公司

If you indicated on any of the above questions that a point of contact, contracting company, or management company will be used, *please provide their contact information*:

如果您在上述任何问题中表示将使用联系点、承包公司或管理公司，请提供他们的联系信息：

Name: _____ Business Name: _____

Phone Number: _____ Email: _____

Address: _____

名称: _____

企业名称: _____

电话号码: _____

电子邮件: _____

地址: _____

Form A: Work Plan 表格A:工作计划

When completing the Work Plan, please **reference the Property Assessment Report** associated with the property you're applying for. Please be sure to **address ALL items included in the Property Assessment Report**. You can find a copy of the Property Assessment Report at the bottom of the respective property information page on TCLB's website.

完成工作计划时，请参考与您申请的房产相关的评估报告。请务必解决房产评估报告中包含的所有项目。您可以在TCLB网站上相应的房产信息页面底部找到一份房产评估报告示例。

Applicant Name: 申请人姓名:			Total Rehab Amount: 修复总额:		
Property Address: 房产地址:			Projected Rehab		
Parcel ID Number: 房产编号:			Completion Date: 预计修复完成日期		
Please include source of all cost estimates and include estimated value of work being done personally. If doing work yourself please indicate your qualifications/past experience. 请包括所有成本估计的来源，并包括个人所做工作的估计价值。如果你自己做工作，请说明你的资格/过去的经验。					
Location 位置	Performing Work 执行工作	Repair and Description 修复部位和详细描述	Cost Estimate of Materials (Include Source) 材料成本估算 (包括来源)	Cost Estimate of Labor (include value of personal labor) 劳动力成本估算(包括个人 劳动力的价值)	Timeline 时间表
Example: Roof Assembly 示例:屋顶装配	Contractor (ABC Roofing) 承包商(ABC 屋顶)	Replace roof, gutter repair for main house and porch, reattach downspouts 更换屋顶，维修主屋 和门廊的排水 沟，重新安装 排水管	Included 已包括	\$12,000 12,000美元	90 Days 90天
Example: Interior Surfaces and Assemblies 示例:内部装配	Self 自己	Replace seven windows (~\$250 each), replace interior doors and hardware (5x\$125 each), sand and resurface downstairs, carpet upstairs, paint 更换七扇窗户(每扇大 约250美元)，更换内部 房门和五金配件(每扇 125美元)，沙子 楼梯重铺，楼上铺地 毯，粉刷	\$28,000 (ABC Hardware) 28,000美元(ABC 五金)	My Labor- estimated at \$10,000 value 我的劳动-估计在 价值1万美元	90 Days 90天
	Contractor 承包商	Demo, dispose of, and repair damaged drywall 处理和修复损坏的 墙面	Included 已包括	\$3,000 3,000美元	30 Days 30天

Mechanical (HVAC, chimney, furnace, etc.) 机械(暖气, 空调, 烟囱、炉子等。)	Self 自己				
	Contractor: 承包商:				
Plumbing 管道	Self 自己				
	Contractor: 承包商:				
Electrical 与电有关的	Self 自己				
	Contractor: 承包商:				

Location 位置	Performing Work 执行工作	Repair and Description 修复部位和详细描述	Cost Estimate of Materials (Include Source) 材料成本估算 (包括来源)	Cost Estimate of Labor (include value of personal labor) 劳动力成本估算(包括个人劳动力的价值)	Timeline 时间表
Interior Surfaces and Assemblies (doors, drywall, paint, flooring, smoke detectors, framing, water proofing, etc.) 内部装配 (门、墙体、油漆、地板、烟雾探测器、框架、防水等。)	Self 自己				
	Contractor: 承包商				

Exterior Surfaces and Assemblies (exterior paint, steps, railing, sidewalk, driveway, window frames, soffit/fascia, foundation, siding, exterior doors, etc.) 外部装配(外部油漆、台阶、栏杆、人行道、车道、窗框、挑檐底面、地基/房基、壁板、外部门等。)	Self 自己				
	Contractor: 承包商				
Roof and Gutter Assemblies (main roof, porch roof, shed roof, gutters, downspouts, etc.) 屋顶和檐槽组件(主屋顶、门廊屋顶、棚屋顶、檐槽、排水管等。)	Self 自己				
	Contractor: 承包商				

Total Materials Cost: \$_____Total Labor Cost: \$_____Total Estimated Timeline: _____

Estimated Value of Personal Labor: \$_____

总材料成本:美元_____总人工成本:美元_____预计总时间表:_____

个人劳动的估计价值:美元_____

Additional Information (If doing work yourself, please detail qualifications or past experience here. Please include additional pages if necessary):
附加信息(如果你是自己工作，请在这里详细说明资格或过去的经验。如有必要，请附页):

Form B: Rental Form
表格B:租赁表格

*If you are **NOT** planning on managing this property as a rental, please initial here: _____*

If you are planning on managing this property as a rental, please complete this required form.

如果您不打算将该房产作为出租房屋来管理，请在此处签名:

如果您计划将该房产作为租赁进行管理，请填写此必填表格。

Property Address: 房产地址	
Gross Monthly Income 总月收入	
Number of Units 住房单元数量	
Average Monthly Rent per Unit 住房单位平均月租金	
Total Rental Income 总租金收入	
Other Monthly Income (laundry, vending, parking, etc.) 其他月收入(洗衣、售货、停车等。)	
Total Monthly Operating Income: 每月总营业收入:	
Gross Monthly Expenses 每月总支出	
Property Management Fees 房屋管理费	
Repairs and Maintenance 修理和维护	
Real Estate Taxes 房地产税	
Rental Property Insurance 出租房产保险	
Homeowners/ Property Association Fees (if applicable) 业主/物业协会费用(如适用)	
Cable, Phone, Internet 有线电视、电话、互联网	
Mortgage Loan Payment (if applicable) 抵押贷款支付(如适用)	
Advertising 广告	
Total Monthly Operating Expenses: 每月总运营支出:	
Net Gross Income (NOI) 净收入	
Total Monthly Operating Income 每月总营业收入	

Total Monthly Operating Expense 每月总运营支出	
Monthly Net Operating Income: 每月净营业收入:	

Additional Information *(Please include additional pages if necessary):*
附加信息(如有必要，请附上附加页):

Terms & Conditions

条款和条件

Property with House

产权

Please carefully read all the following terms and conditions and initial next to each to acknowledge your understanding. Acknowledgement of these terms and conditions is required for a complete application.

请仔细阅读以下所有条款和条件，并在每个条款旁边签名以确认您的理解。完整的申请需要确认这些条款和条件。

Qualifying Applicant

合格申请人

_____ **The Applicant does not currently, or during the past seven years, own a property that is or was subject to property tax foreclosure proceedings. (On behalf of yourself and any business of which you are/were a shareholder, partner, member or officer.)**

申请人目前或在过去七年中没有拥有或正在经历因未缴纳税款而取消赎回权的没收房产。(代表您自己以及您现在/曾经是其股东、合伙人、成员或管理人员的任何企业。)

_____ **The Applicant does not have any ownership interest in any properties that are delinquent on their municipal taxes, school taxes, county taxes, water, sewage, or refuse bills or any other public lien. (TCLB reserves the right to request documentation pertaining to the payment of taxes and municipal fees on properties.)**

申请人没有拖欠市政税、学区税、县税、水、污水或垃圾账单或任何其他公共留置权的任何财产的所有权权益。(TCLB保留要求提供与支付税费和市政费用相关的文件的权利。)

_____ **The Applicant does not have un-remedied code violations or unpaid state and local fines on properties owned in part or in full by the applicant.**

申请人在其拥有的部分或全部财产上没有未补救的违规行为或未支付的州及地方罚款。

(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.)

(TCLB保留收集有关申请人房产法规遵守情况的权利，任何被发现的违规行为将被取消资格。

TCLB还保留检查申请人所拥有房产的基本情况的权利，如果申请人拥有违反当地和州房产法规/建筑法规的房产，TCLB可以拒绝与申请人合作。)

_____ **The Applicant does not own property which has a history of criminal activity or that has been the subject of any disruptive property or nuisance ordinance prosecutions during the Applicant's ownership.**

申请人的房产不得有犯罪记录，或该房产在申请人拥有期间受到任何破坏财产或妨害房产条例起诉的记录。

_____ **The Applicant has not violated any previous agreements with TCLB or relinquished ownership of properties previously acquired from TCLB back to TCLB.**

申请人没有违反之前与TCLB签订的任何协议，也没有将之前从TCLB获得的产权交还给TCLB的记录。

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.

申请人须明确了解并遵守，如申请人的资格不符合要求，不得通过其他人或实体代为申请。

(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 TCLB to evaluate its eligibility to be a recipient of property transfers.)

(公司、信托机构、合伙企业、有限责任公司、有限责任合伙企业或非营利组织的申请人需要提交额外信息，以便TCLB评估其作为房产转让接受者的资格。)

The Applicant was not the owner of the property at the time of the tax foreclosure action which transferred title to TCLB. This includes shareholders, partners, members, and officers of the business entity owner and immediate family members of the individual owner.

在进行处理税产的过程中（即将产权移交给TCLB），申请人并不是该房产的所有者。这包括股东、合伙人、成员、商业实体所有者的官员以及个体所有者的直系亲属。

If purchasing property for non-owner occupant purposes, The Applicant personally resides or operates from a principal place of business within 50 miles of Allegheny County. (If Applicant does not meet this requirement, they must meet those set forth in section 5.4.3 in TCLB's Administrative Policies and Procedures.***)

如果购买目的不是作为业主自住，申请人必须满足个人居住地或营业地点位于Allegheny County 50英里范围内。（如果申请人不符合此要求，则必须遵守《TCLB管理政策与程序》第5.4.3节中规定的条款。）

***A. The Transferee has owned other similar properties in Allegheny County for at least one (1) year; B. Such properties are occupied by bona fide tenants and nuisance-free as demonstrated by providing a letter of compliance from all municipalities where such properties exist, in addition providing copies of lease(s) for current tenants, copies of all occupancy permits for current tenants and/or occupancy permits for completed renovation and an exterior inspection conducted by the land bank; C. The Transferee has identified and documented a local property manager with a demonstrated track record of managing such properties; D. The Transferee has identified and documented a detailed renovation scope utilizing licensed and local contractors, as required under local or state law; and E. The Transferee has satisfactorily explained why investment in Allegheny County properties is a strategic priority.

***A 受让人已在Allegheny County至少拥有一年类似的房产。B. 需提交证明文件说明此类房产由真实租户居住且无不良行为，文件包括：房产所在各市政部门出具的合规证明信，当前租户的租赁合同副本，当前租户的入住许可副本和、或装修完成的入住许可，Land Bank提供的外部检查报告。C. 受让人需已有经认证的当地房产管理人，并提供可以证明该物业管理人在管理类似房产方面具有良好记录的文件。D.根据当地或州法律的要求，受让人需已有经认证，持有执照的当地承包商，并提供该承包商进行的详细翻新计划。E. 受让人已充分理解为何在Allegheny County进行房产投资是战略重点。

Property Plan 房产计划

The Applicant plans to maintain and develop the property in a fashion that is compliant with local, state or federal code or law.

申请人计划须符合当地、州或联邦法规或法律的方式维护和开发该房产。

The Applicant plans to maintain or develop the property in a fashion that complies with local zoning and ordinances and the proposed end use complies with the Applicable zoning and local laws.

申请人计划须符合当地区域和法令的方式维护或开发该房产，且拟定的最终用途符合适用的区域和当地法律。

(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.)

(TCLB 可自行决定选择与申请人合作，获得已建立合作关系的市政局对拟议最终用途所需的分区变更的批准。TCLB 可将批准任何必要的分区变更作为TCLB销售协议中的一个条件。)

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.

TCLB可以向申请人提供TCLB房产评估报告。申请人须同意至少根据评估报告修复该房产，该报告仅提供了基本的改造规范。TCLB房产评估报告不应是申请人制定工作计划的唯一来源。此外，TCLB保留要求对评估报告中确定的工作范围之外的项目进行翻新工作的权利。

Applicant Pre-Approval 申请人预批准

The Applicant, or a representative of the Applicant, have physically visited the property prior to application submission.

申请人或申请人的代表在提交申请之前已经实地考察过该房产。

The Applicant completed an Application for the property of interest.

申请人完成了对感兴趣房产的申请。

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.

申请人提供的文件表明，他们有能力支付收购、拆除、新建和/或翻新的费用。

The Applicant is aware TCLB reserves the right to request references, of any Applicant, at TCLB's discretion. If requested, references must be provided within 3 business days of the request.

申请人知道TCLB保留自行决定要求任何申请人提供证明的权利。如有要求，必须在3个工作日内提供证明人。

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.

申请人明确了解，该房产必须符合建筑法规要求，完成必要的检查和许可，并在修复项目完成时提供必要的检查和许可文件。

The Applicant is aware that TCLB may decide not to transfer any property unless and until a TCLB Agreement of Sale is signed. TCLB reserves the right to decline to proceed with any Application for any property at any time.

申请人已了解在签署TCLB销售协议之前，TCLB可能决定不转让任何财产。TCLB保留在任何时候拒绝任何房产申请的权利。

The Applicant is aware the Buyer must deposit 3% of the sale price or \$2,500 (\$3,000 if more than one parcel) , whichever is greater, toTCLB as a condition of the Agreement of Sale. At the transfer of the property, the deposit will be applied to the sale price of the property. If the Seller defaults on the Agreement the deposit will be refunded to Buyer. If the Buyer defaults on the Agreement, the deposit will be forfeited to the Seller.

申请人已了解，作为销售协议的其中一个条件，买方必须向TCLB支付销售价格的3%或2500美元(如果是多个地块则为3000美金)，以金额较大者为准。在房产转让时，押金将用于房产的销售价格。如果卖方违约，定金将退还给买方。如果买方违约，定金不给予退还。

If the Application is approved, the Applicant is aware that they may be required to meet with a representative of TCLB to go over the TCLB Property Assessment Report that was completed on the property.

如果申请获得批准，申请人须了解他们可能需要会见TCLB的代表，查看 TCLB对该房业完成情况的评估报告。

Applicant Pre-Approval (Cont.)

申请人预批准(续。)

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.

申请人须意识到TCLB房产评估报告并未提及当地建筑规范要求；这必须由被批准的申请人(受让人)与当地建筑部门协调。

If this Application is approved, the Applicant agrees to execute an Agreement of Sale within 10 days of notification which may include a Renovation Enforcement Note, Mortgage, or other Restrictive Covenants. Unless otherwise specified by a TCLB representative.

如果此申请获得批准，申请人同意在通知后10天内签署一份销售协议，该协议可能包括翻新执行通知、抵押或其他限制性契约。除非TCLB代表另有规定。

If this Application is approved and, the Applicant is applying as a “Developer who will commit to selling to an Owner Occupant,” they are required to submit a payment to be held in escrow to guarantee Owner Occupant status of the subsequent buyer.

如申请人作为“承诺出售给业主使用的开发商”提出的申请被批准，他们需要提交一笔款项，由第三方保管，以保证后续买方的业主作为房主的身份。

(TCLB reserves the right to request documentation pertaining to the owner occupant status of the subsequent buyer and may decline to satisfy Enforcement Note/Mortgage should Applicant default on commitment to sell to an Owner Occupant.)

(TCLB 保留要求提供后续买家的业主身份文件的权力。如果申请人不履行出售给业主即是房主的承诺，可能会被拒绝履行执行通知、抵押贷款)

If this Application is approved, the Applicant understands that they will be responsible for all Closing Costs for the property as laid out in the Agreement of Sale.

如果此申请获得批准，申请人理解他们将负责销售协议中规定的房产的所有成交费用。

Transferee Responsibilities

承让人责任

If the Application is approved, TCLB’s 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:

如果申请被批准，TCLB 的销售协议被签署，并且房产被转让给新的业主，那么申请人就成为承让人。申请人须了解作为承让人责任：

If applicable, the Transferee 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.

如果适用，承让人有责任与房产所在辖区的相关部门进行协调。这包括许可证，完成修复工作，并检查签署。

If applicable, the Transferee will provide copies of permits and sign offs to TCLB.

如果适用，承让人将向TCLB提供许可和签署的副本。

If applicable, the Transferee will provide TCLB a copy of the Certificate of Occupancy upon completion.

如果适用，承让人将在交易完成时向TCLB提供一份入住证明的副本。

The Transferee 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.

如果房产有化粪池系统，承让人有责任满足阿勒格尼县卫生部规范的批准，并遵守该部门制定的所有法规、检查和时间表。

The Transferee will have sole financial responsibility for all costs associated with labor, materials, supplies, etc.

承让人将独自承担与劳动力、材料、供应品等相关的所有费用。

Projects are subject to periodic inspections at the discretion of TCLB. If applicable, the Transferee agrees to allow a final inspection to be conducted after completion of all items on the TCLB Property Assessment Report.

TCLB可自行决定对项目进行定期检查。如果适用，承让人同意在完成TCLB房产评估报告的所有项目后进行最终检查。

The Transferee understands that they are strongly recommended to obtain hazard and liability insurance for the property.

承让人理解，强烈建议他们购买房产的危险和责任保险。

The Transferee is responsible for turning on, maintaining, and paying for all utilities used at the property after the property is transferred to the new owner.

在房产转让给新业主后，承让人负责开启、维护和支付物业使用的所有公用设施。

The Transferee is aware that TCLB highly recommends the Transferee obtains adequate insurance, including title insurance to protect the Transferee's investment in the property.

承让人知道，TCLB强烈建议承让人购买足够的保险，包括产权保险，以保护承让人在房产上的投资。

The Transferee understands that any pictures taken of the property at inspections by TCLB staff may be utilized in marketing or other publically available materials/documentation.

承让人理解，TCLB工作人员在检查时拍摄的任何房产照片可用于商业或其他公开可用的材料/文件。

TCLB Disposition Process

TCLB处理流程

TCLB may consider multiple Applications and associated re-use plans for the same property.
TCLB可能会考虑同一房产的多种应用和相关再利用计划。

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/>.
最重要的是，TCLB的处理决定将基于对最有效的方法的评估，以最大化行政政策和程序中列出的优先事项-
<https://tricoglandbank.org/resources/>.

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. TCLB reserves the right to extend this to 30 days on a case-by-case basis.
TCLB可能允许任何申请人在15天内提交任何未完成的信息以完成申请
需要确定受让人的资格以及再利用计划是否符合TCLB和合作伙伴的处置优先级。TCLB保留根据具体情况将其延长至30天的权利。

The TCLB Board has final authority to approve the transfer of all TCLB property.
TCLB董事会拥有批准所有TCLB财产转让的最终权力。

TCLB will execute an appropriate TCLB Agreement of Sale between the approved Transferee and TCLB. The TCLB Agreement of Sale may include, but is not limited to:
TCLB将在被批准的承让人和TCLB之间签署一份适当的TCLB销售协议。TCLB销售协议可能包括但不限于：

- A determined use of the property.
• 对房产的坚定使用。
- An amount which includes the proper consideration and any costs the successful Applicant will be responsible for at closing and payment method for the property.
• 一笔金额，包括适当的考虑和申请人成交时将负责的任何费用，以及房产的付款方式。
- A reversionary provision outlining the rights TCLB has to remedy any terms unfulfilled by the transferee.
• 归条款概述了TCLB对承让人未履行的任何条款进行补救的权利。
- Any other conditions or restrictions that TCLB deems necessary to ensure the use, rehabilitation and redevelopment of the property in a manner consistent with the priorities of TCLB and its members.
• 其他任何TCLB认为必要的条件或者限制，以确保房产的使用，修复，和以符合TCLB及其合作方的优先考虑方式，对该房产进行重新开发。
- *TCLB will not consider other Applications for the same property upon the execution of a TCLB Agreement of Sale.*
• *TCLB在执行TCLB销售协议时，不会考虑同一房产的其他申请。*

Tri-COG Land Bank Fair Housing Policy Statement

Tri-COG土地银行公平住房政策声明

Tri-COG Land Bank (TCLB) believes equal housing opportunities must exist for all persons, regardless of race, color, national origin, religion, age, sex, familial status, marital status, sexual orientation, gender identity or disability. TCLB is committed to assuring equal housing opportunity and non-discrimination in all aspects of our housing activities. As a nonprofit organization undertaking housing activities, TCLB has an ethical as well as legal imperative to ensure that TCLB programs comply fully with all local, state and federal fair housing laws.

Tri-COG Land Bank 秉承，所有人都必须拥有平等的住房机会，无论种族、肤色、民族血统、宗教、年龄、性别、家庭状况、婚姻状况、性取向、性别认同或残疾与否。TCLB致力于在我们住房活动的所有方面确保平等的住房机会和不歧视。作为一个从事住房活动的非营利组织，TCLB在道德和法律上有义务确保TCLB计划完全符合所有地方、州和联邦公平住房法。

In the event your application is approved by the TCLB Board of Directors who will serve as your e-witness for the Agreement of Sale? (Your witness cannot be a co-applicant, or in the case of an organization a co-member/director. Nor can your witness's name be on the deed at closing).

如果你的申请被TCLB董事会批准，谁将作为你的销售协议的电子形式的证明人？(你的证明人不能是共同申请人，或如属机构，不能是共同成员/董事。你的担保的名字也不能出现在成交的协议上)。

Witness Name: _____ **Witness Email:** _____
证明人姓名: _____ 证明人电子邮件: _____

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

通过下面签名，我同意我已经阅读并接受这些条款和条件：

Applicant: _____ Date: _____
申请人: _____ 日期: _____

Applicant #2: _____ Date: _____
申请人 #2: _____ 日期: _____