



DEPARTMENT OF DEVELOPMENT

RETURN TO:
Department of Development
Land Redevelopment Office
50 W. Gay Street
Columbus, Ohio 43215
(614) 645-LAND (5263)

Application to Purchase Land Bank Property for Renovation or New Construction

Use this application for the following projects:

- **Renovation of existing residential or commercial structures**
- **Redevelop vacant parcels with new construction and other permanent improvements, including but not limited to the construction of new houses, parking lots, expansion of adjacent buildings, etc.**

Separate applications are available for community gardens and the purchase of adjacent side lots

Property Listings:

Properties are listed for sale on the City’s Land Bank website. Each listing will include pictures of the property, purchase price, any application deadlines, and other information.

Main website of the program, including information on how to apply:
www.columbus.gov/landbank

Property listings:
<https://public-cbus.epropertyplus.com/landmgmtpub/app/base/landing>

Purchase Price and Renovation Costs:

For Renovation: Structures are typically marketed for sale at a value determined by City Staff based on the condition of the structure and the comparable sales in the area. Applicants are advised that his or her obligations to renovate a Land Bank property often exceeds the purchase price of the structure. The Applicant may offer an amount less than the price, but the City may not accept the offer, may choose another application, or may relist the property at a lower price.

For New Construction: Applicants are able to purchase lots for new construction at a value determined by City Staff based on comparable sales in the area. Unless the applicant can show alternative comparable values, the purchase price is firm.

Program Requirements and Policies:

- **All properties for sale are listed on the Land Redevelopment Office website.** Not all land bank properties are available for sale—if a property is not listed, it is not currently for sale.
- **An application is required for all purchases of property.** No sales contracts will be accepted. Applications are not considered until all required information is provided. If an application is incomplete, it may be rejected or other completed applications will be given priority. If you register online at <https://public-cbus.epropertyplus.com/landmgmtpub/app/base/login> and create a user name prior to submitting an application, you will be able to track the progress of your application online. If an application is not completed within 30 days of submission it will be closed.

- **A renovation/redevelopment plan based on an inspection is required with all applications.** All applicants proposing to renovate a structure are required to complete an inspection of the property with the designated City Staff and prepare a Renovation Plan prior to submitting an application. You must contact the Asset Manager responsible for the property to schedule the inspection. The name, phone number, and email of the Asset Manager is contained in the listing or can be obtained by contacting the Land Redevelopment Office (645-LAND). New construction projects on vacant lots are not required to schedule an appointment and a Redevelopment Plan may be submitted with the application.
- **Evidence of funding is required for all applications.** Applicants are required to have the funds necessary to purchase and redevelop the property **prior to** scheduling an inspection. Funds must be in cash, line of credit, mortgage preapproval or similar source of funding. Typically, a renovation project may require more than \$40,000 and sometimes as much as \$100,000 to complete, but will vary depending on the condition of the structure and the level of construction. Please note, due to the amount of renovation required, land bank properties may not be eligible for many conventional mortgages.
- **Examples of experience are required for all applications.** Either buyer or the buyer's contractor must have experience doing similar work. All contractors must possess licenses required by the Columbus Building and Zoning Department to obtain permits and perform work.
- **A local manager is required for all rental projects.** Buyers may act as their own property manager provided they are located in central Ohio. All buyers from outside Central Ohio must hire a separate, local management company.
- **City reserves the absolute right to accept or reject any and all applications and offers for purchase.** Most properties are listed for several days prior to an initial application deadline. Depending on the applications received and interest in the property, the City may repost or extend this initial deadline. In cases of multiple applications, the City will compare the offer price, renovation/redevelopment plan, financial capacity, track record of applicant, type of project, consistency with adopted City Plans, and other factors in the application selection process. Often, when several similar applications are received, the City may ask for the final and best offer, including offer price and proposed plan.
- **All transfers include deed restrictions and agreement to finish the renovation/redevelopment plan.** All deeds transferred from the City associated with this Land Bank Program are prepared by the Columbus City Attorney. All deeds contain reversionary language allowing the City to regain ownership and possession of the property if the buyer fails to meet their Renovation/Redevelopment Plan, meet the timelines agreed to in this application, or violates the other restrictions described in the deed (reversion). The reversionary right is to protect the City in case the buyer fails to complete the project as agreed. For all projects, the following deadlines are required:
 - For Renovation Projects:**
 - 1. The buyer must correct all exterior code violations, apply for permits, and start construction **within 60 days of closing.**
 - 2. The buyer must finish the renovation **within 6 months from the date of closing.** If the project is not completed by 6 months, the City may invoke its right of reversion and take possession of the property. It is the responsibility of the buyer to notify the City on the progress of construction and, upon the completion of the project, allow the City to inspect the work. **NOTE: The City will start the reversion process if the buyer does not notify the City of completion of the project or does not timely respond to requests from the City for project updates.**
 - 3. If the property is reverted, the buyer will not be reimbursed for any losses and will be ineligible to purchase future land bank properties. To retain eligibility to purchase future properties, the buyer may request to transfer the property back to the City if the project cannot be completed.
 - 4. The work must follow the Renovation Plan as submitted with the application. Any variation of this plan will require the prior written approval of the City. Failure to complete the plan in its entirety and as

submitted with the application may result in the reversion of the property or rejection of all future applications.

5. Renovation is not considered complete until a final inspection. The buyer is required to contact the landbank@columbus.gov or 614- 645 5263(LAND) at the completion of the Renovation Plan and **PRIOR TO OCCUPANCY** to allow City Staff to physically inspect the work. In addition, the buyer is required to submit pictures of the project showing the work completed.

For New Construction:

1. All due diligence necessary to start construction must be completed prior to closing. Depending on the project, the City may require the applicant to schedule a Preliminary Site Plan Review with the Building and Zoning Department. The review is intended to identify issues, such as zoning, utility connections, and similar items that can make the project unfeasible. Zoning changes or variances must be made prior to closing and the City can serve as a co-applicant to the zoning application. All financing must be finalized prior to closing.
 2. The buyer must immediately apply for permits after closing and start construction **within 6 months** and complete construction **within 12 months** from the date of closing. Alternative deadlines may be negotiated for more complex projects, such as a mixed use or commercial development.
 3. If the property is reverted, the buyer will not be reimbursed for any losses and will be ineligible to purchase any future land bank property. To retain eligibility to purchase future properties, the Buyer may request to transfer the property back to the City if the project cannot be completed.
 4. The work must follow the Redevelopment Plan as submitted with the application. Any variation of this plan will require the prior written approval of the City. Failure to complete the plan in its entirety and as submitted with the application may result in the reversion of the property or rejection of all future applications.
 5. The buyer is required to contact the City at the completion of the Redevelopment Plan and **PRIOR TO OCCUPANCY** to allow City Staff to physically inspect the work. In addition, the buyer is required to submit pictures of the project.
- **All work requires appropriate City permits.** The buyer is solely responsible to coordinate and obtain the permits and approvals necessary to complete the project. All construction work requires building permits and must meet all the zoning requirements. If a zoning variance or rezoning is required, please note this on the application.
 - **The buyer may not sell the property prior to completion of the project and Final Inspection.** If the buyer can not complete the project as contained in the application, contact Staff as soon as possible to discuss options.
 - **City Council Authorization and Closings.** After Staff approval, all transactions are contingent upon Columbus City Council passing legislation authorizing transactions. The City further reserves the right to require a review of the purchase by the Land Review Commission, an Area Commission, a Historic Commission, or other committee established by the Department of Development. Closings are held at City Offices. The Land Bank will only accept a bank check or other type of payment with guaranteed funds such as a cashier's check, check from a title company escrow account, or money order. A title policy is not purchased by the City; the Buyer may arrange a title policy through a title company of their choosing.
 - **Lead Warning Statement.** The Applicant has the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint hazard. Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses particular risk to pregnant women. The seller of any interest in residential real property is required to provide

the buyer with any information on lead-based paint hazards from risk assessments or inspection in the seller's possession and notifies the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

- The Applicant has read and agreed to adhere to the documents entitled "Renovate Right" and "Protect Your Family" located on the EPA website. If the applicant does not have access to the internet, a paper copy will be provided by request. The web addresses are:
 - "Renovate Right" <http://www.epa.gov/lead/pubs/renovaterightbrochure.pdf>
 - "Protect Your Family" <http://www.epa.gov/lead/pubs/leadpdf.pdf>
- **All property sold "as-is"**. Buyer agrees to accept title to the property in its "as is" condition, without any warranties or representations by the City including, without limitation, the property's suitability; habitability; fitness of buyer's intended purposes of the property; environmental site conditions; zoning; adequacy of utility services; warranties of merchantability; or defects in the property's title. Buyer agrees to hold harmless and release the City for all conditions known or unknown to the property.
- **Indemnification**. Buyer agrees to indemnify, protect, hold harmless, defend, and release the City from any claims, losses, damages, costs, or expenses including, without limitation, all reasonable attorneys' fees asserted against, incurred, or suffered by the City resulting from any contract breaches, personal injuries, or property damages occurring in, on, about, or related to the property resulting from any causes, except resulting from the acts or omissions of the City or the City's agents, employees, or contractors. Nothing in this article restricts City's rights and remedies available at law or in equity.
- **Non-refundable Processing Fee**. A processing fee of \$150.00 per parcel is due upon staff approval of the application but prior to the submittal of City Council legislation. The fee is non-refundable and is in addition to the purchase price. Checks or money orders should be made payable to the Columbus City Treasurer.
- **Release of Covenants Fee**. After completion of the project and final inspection by the Land Redevelopment Office, the buyer may request a release of certain restrictions contained in the deed and MOA. To obtain a release, the buyer must submit a written request to the Land Redevelopment Office and pay a fee of \$50.00 per parcel. The release can be recorded by City Staff or provided to a title company as a part of a closing.

Signature (Required)

I have read and understand the information provided above and contained in this application.

X_____ Date_____

Print Name

Application to Purchase Land Bank Property for Renovation or New Construction

• **Land Bank Property You Wish to Purchase:**

Date Inspection Completed (Renovation Only):	Shown By:
Parcel ID Number:	
Address:	
Land Bank's Listed Price:	Applicant's Offer Price:

• **Applicant and Contractor Information (Please Print)**

Buyer Information

Name: Last:	First:	MI:
Company/Organization:		
Address:		
Phone Number(s):		
E-mail(s):		
Name on Deed:		

Contractor (Please Print)

Name:	
Company/Organization:	
Address:	
Phone Number(s):	
E-mail(s):	Website:

Note: Additional contractors may be listed on separate page. All Contractors will need applicable licenses as required by the Columbus Building Code.

• **Information on Other Properties Owned by Applicant and Prior Land Bank Purchases**

Do you and your organization own property(ies)?

- Yes
- No

If yes, on a separate page, please list all properties owned by the Applicant and Applicant's affiliated Company/Organization(s). Please submit exterior pictures for every structure and vacant lot owned. Identify any properties that have vacant structures and submit a redevelopment timeline for each. The City reserves the right to decline the application(s) of any applicant(s) who own unoccupied properties or who fail to disclose this information.

For each property listed, please include verification that all real estate taxes are current. Verification may include a printout of the tax payment history from the Franklin County Auditor's website (the summary page is not acceptable) for each property or a copy of a paid receipt from the Treasurer's Office.

Please note all prior land bank properties purchased by the applicant or any partner, co-developer, investor, etc. to the proposed project. For each property, indicate if the project is completed and occupied, and if the property is not completed and occupied, provide a current status. Please note, uncompleted projects and failure to obtain final inspections by the Land Redevelopment Office may result in the rejection of an application.

Please Respond to the Following Questions:

- a. Have you, or any Company/Organization in which you hold interest, ever failed to pay property taxes on time? Please explain a "yes" answer on a separate attachment.

- Yes
- No

- b. Have you, or any Company/Organization in which you hold interest, ever received a notice from the City indicating that you are in violation of City Code? Please explain a "yes" answer on a separate attachment.

- Yes
- No

- c. Have you, or any Company/Organization in which you hold interest, ever had a foreclosure filed or a judgement certified against you? Please explain a "yes" answer on a separate attachment.

- Yes
- No

- d. Do you, or any Company/Organization in which you hold interest, owe any income taxes, mortgage or other debts to the City of Columbus? Please explain a "yes" answer on a separate attachment.

- Yes
- No

Note: As a part of the review of this application, City Staff will review records from other City Offices (such as Code Enforcement), Courts, and other available records. Failure to honestly answer these questions may result in the rejection of the application. Additionally, a yes answer will not automatically reject your application.

• **Project Information**

a. Project Type:

- Renovation of existing structure (Rehab)
- Redevelopment of vacant parcel, including the construction of a new building, parking lot, or similar project (New Construction).

b. What is the intended use upon completion:

- Single-family Residential
- Two-family Residential
- Multi-family Residential
- Commercial, Type: _____
- Other _____

Residential Projects:

c. Following construction, will the applicant occupy the building?

- Yes
- No

d. If the applicant will not occupy the structure, what is the intended use?

- Rental property
- Sell for homeownership
- Other _____

e. For either rental or homeownership, is the occupant identified at this time and does the applicant have an executed sales contract, term sheet, lease, or is the occupant related to the applicant? If yes, please provide more detail in the project narrative.

f. If rental,

i. What is the estimated monthly rent after completion? \$ _____

ii. Who will manage the property?

- Applicant
- Local Management Company, contact as follows:

Contract Name: _____
Company Name: _____
Address: _____
Email: _____
Phone _____

g. If sold for homeownership, what is the estimated list price? \$ _____

Commercial Projects:

- h. Following construction, is an end user identified for the building?
- Yes, I (we) will operate our business out of the building
 - Yes, I (we) have an end user identified
 - No, I (we) will seek to rent the space to a tenant
 - No, I (we) will seek to sell the building
 - Other: _____

• **Renovation/Redevelopment Plan**

The following information must be attached to this document before your application will be processed. The application will not be considered complete until it is submitted with all attachments.

a. Renovation Plan

i. Project Narrative

Please provide a written narrative of the project with a description of work to be performed, level of renovation, and state if the structure will be retained by buyer or sold after renovation. If the applicant is not the end occupant, please state if an end homeowner/renter is identified (presell or prelease the structure). Provide information on the buyer and renovation team, including at least two examples of past experience on other similar projects completed and any other information for the City to consider in reviewing the application.

ii. Renovation Specifications

Attached is a template that can be used to provide a detailed breakdown of work. Be as specific as possible—the City will give more weight to an application with more detail.

iii. Project Costs

Itemize costs for each part of the renovation. Explain in the specifications or project narrative areas where the buyer will perform work and any cost savings that are achieved from this work (to help compare different proposals).

b. Redevelopment Plan

i. Project Narrative

Please provide a written narrative of the project (no more than one page in length) with a description of the project and state if the structure will be retained by buyer or sold after renovation and if an end homeowner/renter is identified. Provide information on the buyer and development team, including at least two examples of past experience on other similar projects completed and any other information for the City to consider in reviewing the application.

ii. Site Plan and Elevations

Buyers should meet with the Building and Zoning Department to identify any zoning or site development issues. Site plan and elevation must be prepared by a design professional and submitted on 11" X 17" paper.

iii. Project Estimates and Cost Breakdown

Itemize costs for each part of the development.

- **Proof of Funds**

Documentation is required to verify the funding necessary to purchase the property and to complete the renovation or new construction. This typically includes:

- Letter, line of credit approval, and similar documents from banks or other lending institutions approving any financing proposed for the project. The documents should contain the amount, term, and all requirements of the financing; it should state that the financing can be used for the proposed project. The amount of financing must equal or exceed the amount contained in the development project costs.
- Letter from private lender containing the amount, term, and all requirements of the financing; it should state that the financing can be used for the proposed project. The amount of financing must equal or exceed the amount contained in the development project costs. Additionally, documentation is required to verify the funding available to the private lender. This can include a bank statement or letter from their bank stating the dollar amount available for this project.
- Personal or business bank statements and a letter from the applicant if the applicant proposes to use existing cash. The amount of the statements must equal or exceed the amount contained in the development project costs.
- Specific information on any other proposed source of project funding.

- i. Has the applicant made application to the City of Columbus, State of Ohio, or other grant/public mortgage program to pay for the costs of this project (including the City of Columbus Homeownership Development Program, Rental Housing Production and Preservation Program, Vacant Property Redevelopment Program, Lead Safe Columbus, or other program managed by the City of Columbus):

Yes

No

If yes, the applicant is required to attach a copy of the funding approval letter or copy of the application.

- j. Are these grant/public loan funds required to complete the project?

Yes

No (if no, you must explain the reason why you are seeking assistance if the money is not needed to finish the project as submitted)

NOTE: Failure to disclose you are seeking grants or loans from a public entity, including the City of Columbus, State of Ohio, Federal Government, or other public or quasi-public agency may result in the disapproval of this application or an application with the City of Columbus Housing Division. A buyer may not use the inability to obtain an undisclosed grant or loan as a basis for granting an extension to the renovation and redevelopment deadlines. The applicant must receive approval of all grants/public loan programs prior to closing the property with the City of Columbus.

Signature (Required)

I hereby authorize the Land Redevelopment Office of the City of Columbus to obtain any credit, criminal, or other information necessary to 1) Determine my ability, or the ability of the party that I represent, to complete the proposed project. 2) Verify the information supplied in this application. All the information that I have provided is accurate to the best of my knowledge, and will remain confidential.

X _____ Date _____

Print Name

Required Attachments

Please initial all of the following attached to this application:

_____ List of additional contractors (Section 2);

_____ Information on other properties owned and prior land bank projects by applicant and affiliated companies and organizations (Section 3);

_____ Property tax information (Section 3);

_____ Information on prior code violations, foreclosures, tax delinquency (Section 3);

_____ Renovation/Redevelopment Plan (Section 5), optional template attached, with following:

_____ Project Narrative and Evidence of Experience

_____ Renovation/Redevelopment Plan

_____ Project Budget

_____ Proof of funds (Section 6).
