

RETURN TO: Department of Development Land Redevelopment Office 50 W. Gay Street Columbus, Ohio 43215 (614) 645-LAND (5263)
Please do not glue, spiral bind, or staple application or attachments

Application to Purchase a Vacant Land Bank Property as a Side Yard or Permanent Community Garden

Use this application for the following projects:

- If you own an adjacent occupied structure that shares a property line with a undeveloped Land Bank lot and wish to acquire the lot to expand a yard;
- If you are a 501(3)(c) organization which successfully licensed and improved a property as a community garden or other beautification project. The organization must be based in the neighborhood the lot is located;

Separate applications are available to licenses a lot for a community garden and purchase property for new construction and other permanent improvements, including the construction of new houses, parking lots, expansion of adjacent buildings, etc.

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:

Vacant lots are posted for sale 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, but you may qualify for the Improve to Own Program to earn credits to reduce the asking price.

Payment Options

- *Full Asking Price* - Anyone who is eligible to purchase a vacant lot may use this method. This method will be the fastest way to close on a vacant lot.
- *50% Improve to Own* - Anyone who is eligible to purchase a vacant lot to expand their side yard or as a non-profit community garden/beautification project may use this method. The applicant agrees to make improvements to the property totaling 50% of the asking price within one year's time from signing the agreement. In turn, the applicant will be credited for 50% of the asking price and only pay in cash the remaining 50% of the asking price. The City will maintain ownership until the 50% improvement credit is earned and remaining payment is made.
- *100% Improve to Own* - Only adjacent, owner occupants who share a property line with a Land Bank parcel are eligible to purchase a vacant lot through this option. The applicant is to follow the same requirements as above for the 50% Improve to Own, but under this option, the applicant may mow the property for a total of three years to earn an additional 50% credit. Only \$400 in credits can be earned in any year for mowing; for example in three years, \$1,200 could be earned for mowing. The applicant can earn a 100% credit from a 50% improvement credit plus a 50% mowing credit. The City will maintain ownership until the 100% credit is earned.

Improve to Own Eligible Work:

Examples of improvements include fences, grass restoration, landscaping beds, trees, sidewalks and paths, gardens, and similar permanent improvements that benefit the community. Construction of buildings for occupancy and parking lots are not eligible and applicants for these projects must submit the application for new construction. An improvement plan will need completed as part of this application. Garages and house expansions will not count toward the ITO credits.

Other 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.
- Proof of Funds is required for all applications. Applicants are required to have the funds necessary to purchase prior to submitting an application. Funds must be in cash, line of credit, mortgage preapproval, or similar source of funding. Documentation is required to verify the funding necessary to purchase the property and to complete the improvements and work. This typically includes:
 - Letters from all banks or other lending institutions approving any financing proposed for the project. The letters 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.
 - 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.
- City reserves the absolute right to accept or reject any and all applications and offers for purchase. In cases of multiple applications, the City will give preference to applications from adjacent, occupied homeowners and for new construction. However, when multiple applications are received, the City may ask for the final and best offer.
 - Half lots and oddly shaped parcels: City may give priority to an application that restores a previously split parcel, combines two small parcels together, or other situation where a lot combination is a preferred outcome. An example is a half lot that is located between an existing structure and an alley.
 - Splitting a Land Bank lot for two adjacent owners: In a case where two property owners apply for a lot, the owners may survey and split the parcel between the two owners at their own expense.
- All transfers include deed restrictions and MOA. Deeds may contain a reversionary clause allowing the City to regain ownership and possession of the property if the buyer fails to meet the restrictions placed on the property.
- City Council Authorization and Closings After Staff approval, transactions must be authorized by Columbus City Council Legislation. 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 choice.

For Improve to Own (ITO) properties, after authorization by Columbus City Council Legislation, the applicant will sign an Memorandum of Agreement (MOA) agreeing to complete the improvements and work submitted in the application by the appropriate deadline, one year for 50% ITO or three years for 100% ITO. When the applicant has completed the improvements and work, the applicant should contract the City Land Bank and submit pictures and receipts of the improvements and work completed. After staff approval, a closing will be scheduled at City offices. The property will be transferred after the closing.

- 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 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 Fees:

- A non-refundable processing fee of \$150.00 per parcel is due upon staff approval of the application but prior to the submittal for City Council legislation.
- Do not submit these payments with the application. The fees are non-refundable and are in addition to the purchase price even if a 100% credit is earned. Checks or money orders should be made payable to the Columbus City Treasurer.

Signature *(Required)*

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

_____ Date _____
Sign here

Print Name

Application to Purchase Land Bank Property for Side Yard Expansion or Community Garden

Land Bank Property You Wish to Purchase: _____

Parcel ID Number: _____ Address: _____

Land Bank's Listed Price: _____

Applicant Information *(Please Print)*

Buyer Information

Name: _____ Company/Organization: _____
Last First MI

Address: _____ Phone Number(s): _____

E-mail(s): _____ Name on Deed: _____

Applicant # _____

Address of the adjacent structure you own: _____

Do you live in the adjacent structure above? Yes No

I want to participate in the *(indicate one)*:

50% ITO 100% ITO (must be adjacent, owner occupant) Neither (pay full asking price in cash)

Why do you want to acquire this property? Please describe your plans for the property here.

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

Applicant's Properties: On the provided Excel spreadsheet called "List of Applicant's Properties", please list all properties owned by the Applicant and Applicant's affiliated Company/Organization(s) and the following information:

- Acquisition Date. Date property was acquired by the applicant or affiliated entity.
- Land Bank Properties Purchased. Mark "yes" for each property acquire from either the City or County Land Bank Programs. Include all prior land bank properties purchased by the applicant or any partner, co-developer, investor, etc. to the proposed project.
- Status of Properties Purchased from Land Bank. Mark "yes" for each property the Land Bank completed a close out inspection of the work performed. Mark "no" for each property where the close out inspection has not been performed or where the renovation is not completed. You will be required to provide an update for all properties that are not completed. Please note, uncompleted projects and failure to obtain final inspections by the Land Redevelopment Office may result in the rejection of an application.
- Occupancy Status of Each Property. Mark "yes" for each property legally occupied or "lot" for each parcel that does not have a structure. If you mark "no", please provide a status of the property and submit a redevelopment timeline for each. The City reserves the right to decline the application of any applicant who own unoccupied properties.
- Tax Delinquency. The City Land Bank will no longer be requiring a printout of the tax payment history from the Franklin County Auditor's website for each property or a copy of a paid receipt from the Treasurer's Office. In lieu of this change, the City staff will do an internal check to make sure no properties owned by the applicant(s) are currently tax delinquent. Please mark each property that is tax delinquent and state the reasons for the delinquency.
- Photos. If you are a first time applicant with the City Land Bank, please submit current exterior pictures for every structure and vacant lot owned. The photos must include any structure adjacent to the Land Bank lot for which you are applying. However, if you own more than twenty properties, submit pictures of twenty structures you own. The City staff may ask for additional pictures of other properties on the list you submitted. If you have previously applied and submitted pictures within the last two years, you are not required to submit new photos unless you have recently purchased new properties since your last application.

Please note: the City will perform a verification of the information and any incorrect information may result in the rejection of the application. If you marked yes to any of these categories, please give a brief explanation. Staff may ask for additional information on the status of the property, such as the timeline of renovation, tax payment information, and similar questions.

Please Respond to the Following Questions:

- 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
- 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
- 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
- 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

Please 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.

Improvement Plan *(Improve to Own participants only)*

| Year(s) | Maximum Credit Amount | List Each Proposed Improvement and your anticipated expenses <i>(Credits to be earned)</i> |
|---|---|---|
| 1 50% ITO or 100% ITO | 50% of asking price for improvements (50% and 100% ITO) \$400 for mowing (100% ITO only) | |
| 2 and/or 3 100% ITO Only | Improvements should be completed in the first year \$400 for mowing (100% ITO only) | |
| <i>Total credits must equal 50% or more of asking price if doing 50% ITO but improvements and mowing can equal the asking price if doing 100% ITO</i> | | Total Credits to be Earned: |

Site Plan *(Improve to Own participants only)*

Please attach to this application a drawn site plan (by hand or computer) of the proposed improvements you intend to make to the property, including:

- Fences, grass restoration areas, landscaping beds, trees to be planted, trimmed or removed, new sidewalks or paths to be created, gardens, and other proposed permanent improvements, etc.,
- Any existing trees, plants, paths, etc. and surrounding streets as they currently exist and those you wish to remove or keep,
- Please try to draw as close to scale as possible

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.

_____ Date _____
Sign here

Print Name

Required Attachments

Please initial below all of the following attached to this application:

- _____ List of Applicant's Properties Sheet (includes photos if applicable) on other properties owned and prior land bank projects by applicant and affiliated companies and organizations;
- _____ Information on prior code violations, foreclosures, judgments, tax delinquencies;
- _____ Proof of funds;
- _____ Site Plan (Improve to Own only).