



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

Who should complete this application?

This form is for persons wishing to:

1. Purchase vacant structures in order to renovate them OR
2. Purchase vacant lots in order to construct new housing or other structures upon them.

Note: You, or your hired Contractor, must have experience with similar projects.

What will it cost me to acquire the property?

For Renovation:

Structures are typically marketed for sale at an appraised value determined by the condition of the structure and the comparable sales in the area.

For New Construction:

Applicants are able to purchase lots in residential areas for new construction at fair market value. This is also true for all commercial, industrial, and multi-family properties. The market value is an appraised value determined by comparable sales.

How do I see the inside of the Land Bank property?

Contact the Land Redevelopment Office with the address of the city-owned property you're interested in buying. Staff will provide you with the contact name and number for the asset manager assigned to the property. All applicants for renovation/rehab are required to complete a walkthrough of the property **prior to** submitting an application. Applicants are required to have the funds necessary to purchase and redevelop the property **prior to** scheduling a walkthrough. Funds must be in cash, line of credit, mortgage preapproval or similar source of funding.

How long will I have to complete a renovation?

You have 60 days to correct all exterior code violations.
You have 180 days to complete the entire renovation.
You have 30 days after completion to submit pictures of the renovation.

How long will I have to complete new construction?

You have six months to start construction and 18 months to complete construction. (Multiple scattered site projects are negotiable.)
You have 30 days after completion to submit pictures of the construction.

Please read the following, sign and date that you have read and understand the information provided.

- An application will not be approved unless the applicant has sufficient funds to purchase the property and to perform all proposed improvements. Evidence of funding is required. 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.
- The City reserves the right to condition the sale on the buyer's acceptance of deed restrictions and/or other agreements. The City reserves the absolute right to accept or reject any and all land use/development proposals and offers for purchase.
- After Land Bank 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, or other panel established by the Department of Development.
- The potential property owner must obtain the necessary building permits and meet the zoning requirements established for the proposed area in which they plan to develop.
- The Applicant has the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint hazard.
- 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>
- Lead Warning Statement: 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.
- 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.
- 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.

Signature (Required)

I have read and understand the information provided above.

X _____ Date _____

Application to Purchase Land Bank Property for Renovation or New Construction

Applicant (Please Print)

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

Contractor (Please Print)

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

Note: Contractor will need applicable licenses as required by the Columbus Building Code.

List all properties owned by the Applicant or 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 applications of any applicants who own unoccupied properties.

Tax/Payment Info:

Include with your application a printout of the tax payment history from the Franklin County Auditor's website for each of the properties listed on Page 3. Alternatively, a copy of a paid receipt will be accepted.

Parcel Number:	Address:

Note: Please attach additional paper if needed.

Please Respond to the Following Questions:

1. Have you, or any Company/Organization in which you hold interest, ever failed to pay property taxes on time? Please explain a "yes" answer below. Use additional paper if needed.
 Yes
 No
2. 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 below. Use additional paper if needed.
 Yes
 No
3. Have you, or any Company/Organization in which you hold interest, ever had a property foreclosure filed against you? Please explain a "yes" answer below. Use additional paper if needed.
 Yes
 No
4. 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 below. Use additional paper if needed.
 Yes
 No

About the property you wish to purchase:

Date Walkthrough Completed:	Shown By:
Parcel ID Number:	
Address:	
Land Bank's Listed Price:	Applicant's Offer Price:

1. What type of structure will this be upon completion of construction?
 Residential
 Commercial
 Other _____
2. Following construction, will the applicant occupy the building?
 Yes
 No
3. If this is a residential structure, will the home become a rental property?
 Yes
 No
4. If yes, how much will the monthly rent be? \$ _____

ATTACHMENTS

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.

About the Project:

- A description of the project (no more than one page in length)
- A detailed breakdown of project costs
- A marketing plan (a plan on how to sell the completed units, if applicable)

Also for Renovation...

- Rehab specifications (include any information on energy efficiencies or green construction practices)
 - **A sample rehab specifications template is attached. Please use this template or one similar.**

Also for New Construction...

- Building elevations & construction drawings
- A site plan, including at a minimum: 1) the building footprint (how the building will be positioned on the lot) 2) accessory buildings and their placement 3) landscaping.

Financing:

Documentation is required to verify the funding necessary to purchase the property and to complete the renovation or new construction. 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.
- Specific information on any other proposed source of project funding.

NOTE: If your project has already been approved to receive funding from the City of Columbus Housing Division, you will not need to provide the financing information listed above. Instead, please attach a copy of the application you submitted to that office. We will contact you if more information is required.

Experience:

Include specific documentation on two prior projects, including description of projects, before and after photos, development costs and market values, addresses, and any additional information that would assist our staff in determining the Applicant's ability to complete the proposed project.

Non-refundable Processing Fee:

As of January 2015, a processing fee of \$150.00 per parcel is due upon staff approval of the application but prior to the submittal for City Council legislation. The fee is non-refundable and is in addition to the purchase price. As of January 2014, an application fee is no longer required. Checks or money orders should be made payable to "Columbus City Treasurer."

Release of Covenants Fee:

A release of restrictions from the deed and MOA is optional to buyers who submit a written request to the Land Redevelopment Office after the buyer's completed work as designated in the specifications approved with this application. As of January 2015, a recording fee of \$50.00 per parcel is due upon staff inspection and approval of the completed work but prior to the recording of the Release of Covenants.

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 _____

Rehab Specifications Template - Total Project
Please use this template or one similar

Uses

Acquisition Price	
Interior Renovation	\$ -
Exterior Renovation	\$ -
Contingency	
Financing, realtor, or other cost	

Total Project Cost

Sources

1	
2	
3	
4	
5	

Total Funds

Rehab Specifications Template - Interior
Please use this template or one similar

Categories (add more as needed)	Replace	Repair	No repair planned	Detailed Description of Work, Indicate if work is a repair to existing or replacement; include type of materials proposed (ceramic tile floors, granite counters, types of cabinets, etc) or if materials are contributing to the historic character of the building. Provide as much detail as possible. If buyer proposed to preform certain work to save on costs, explain and give estimate of the work's value.	<u>Total Cost</u>
Kitchen Indicate if a total gut renovation; reusing or replacing cabinets, counters, flooring, appliances, sinks, faucets, and similar items.					
Cabinets and Countertops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Flooring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Appliances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sink/fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bath 1 Indicate if a total gut renovation or repair, install new or reuse bath fixtures.					
Vanity/sink/toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Shower/tub enclosure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Flooring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Bath 2 Indicate if a total gut renovation or repair, install new or reuse bath fixtures.					
Vanity/sink/toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Shower/tub enclosure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Flooring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mechanical Indicate if a total replacement of mechanical systems, new or reuse furnace, a/c, hot water heater, electric box (and type), etc. Some information may be captured in room, such a plumbing fixtures, electric outlets, etc.					
HVAC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Electric, include electric panel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Plumbing, including hot water tank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Entire House Categories Note which rooms if not the entire house.					

Rehab Specifications Template - Interior
Please use this template or one similar

Painting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Drywall/Plaster Repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Interior Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Flooring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Trim Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Total:					

Rehab Specifications Template - Exterior
Please use this template or one similar

Categories (add more as needed)	Replace	Repair	No repair planned	Detailed Description of Work, Indicate if work is a repair to existing or replacement; include type of materials proposed (vinyl siding, clad windows, etc) or if materials are contributing to the historic character of the building. Provide as much detail as possible. If buyer proposed to preform certain work to save on costs, explain and give estimate of the work's value.	<u>Total Cost</u>
Exterior Check boxes that apply					
Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Roof, downspouts, and gutters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exterior siding, trim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Chimney, flashing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exterior Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Garage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Driveway, sidewalks, steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Porch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Landscaping/yard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
List additional categories here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Rehab Specifications Template - Exterior
Please use this template or one similar

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
					\$0.00