# NEW ONLINE APPLICATION INSTRUCTIONS

1. To apply for a City of Columbus Land Bank property, click on the "Apply" button on the property for which you wish to submit an application, or you can print out the application from our website and complete it and return it to our office by mail or in person.

2. After you select the "Apply" button, you will be directed to a new Log-in page. If you already have an account, login. If you do not already have an account, click on "Register for a New Account" near the bottom right of the white box.

3. Follow the instructions on the Registration page to create an account; once all of the fields are filled in, click on the "Submit" button. An email to activate your account will be sent to the email address you registered; please allow a few minutes for the email to arrive.

4. Once you activate your account by following the link in the email, click on the Apply button again on the property for which you wish to submit an application. This time log-in to your new account.

5. After you log-in, select one of the three application types: Renovation/New Construction, Garden License, Vacant Lot and then click Next.

6. On the next page, verify that all of the required information (starred in red) is correct and completed.

7. Make sure the Selected Properties box has the correct property(ies). If the property is incorrect or you wish to replace or add a new property, use the Add Property and/or Remove Selected Properties near the top of the Selected Properties box.

8. Complete the required fields in the Project Information box.

9. Upload your application packet. Copies of the applications can be found on our Application page on our website here. Please download the correct application, complete it, scan it, and upload it as a PDF to the new Online Application page.

10. Finally, click Submit at the top of the page to complete the process. An application is not considered complete unless it includes all supporting documentation and has been reviewed by staff and determined to be complete.

11. To check on the status of an application(s), click on "My Applications" at the top of the website.