

Warren County Land Bank Authority Side Yard Program Application

The Warren County Land Bank Authority Side Yard Program allows qualified applicants to acquire non-buildable vacant side lots owned by the Warren County Land Bank Authority or side lots that are on the Warren County Tax Claim Repository of Unsold Property list. Applicants **must** meet the eligibility requirements listed below to be considered. **This form is a statement of interest only.** Receipt of an application does not commit or require the Land Bank to transfer the property. Applications will not be processed unless completed in their entirety. The Land Bank Board of Directors decides whether a property qualifies as a side lot and reserves the right to reject any application. The Land Bank transfers property by quit claim deed. Title insurance, if desired, is the responsibility of the applicant.

Basic Eligibility Requirements

Please closely review the requirements below and check the boxes indicating that your application meets all requirements.

- The Applicant must own a property adjacent to the Land Bank lot. Priority consideration will be given to Owner Occupied adjacent property owners.
- The Applicant must be in substantial compliance with the local building and zoning regulations for their primary residence and other properties owned in Warren County.
- The Applicant must be current on all real estate taxes and assessments, including municipal fees, for the Applicant's primary residence and all other properties owned in Warren County.
- The Applicant is not a prior owner of real property in Warren County to which title was lost as the result of tax foreclosure proceedings.
- The lot must be vacant and unimproved real property with no structures, unless approved by the Warren County Land Bank Authority.
- The Applicant must be able to maintain the lot in accordance with all local building, housing, and zoning codes.

The foregoing eligibility requirements are guidelines and may be waived or modified as determined by the Land Bank to accommodate unique circumstances.

Signature Required

I have read and understand the basic eligibility requirements for the Warren County Land Bank Authority Side Yard Program. By signing, I certify that I have met the basic eligibility requirements.

Applicant's Signature

Date

Key Considerations

- **A complete application includes this form, the offer form, the notarized Affidavit of Applicant, a picture copy of the applicant's government issued ID, driver's license, passport, real ID, etc. and a money order, certified check, or cashier's check made payable to the Warren County Land Bank Authority for the purchase price of the property and the good faith deposit. Incomplete applications will not be processed.**
- If the Land Bank receives two or more applications for the same property, the final decision to transfer property to any applicant rests in the sole discretion of the Land Bank Board of Directors. The Board may choose to accept sealed bids for the purchase of the property. Although the bid amount is an important aspect of the application, and you should make your highest and best bid to the Land Bank, the property use, redevelopment/rehabilitation plan (if applicable), and other aspects of the Application will also be considered by the Land Bank. Additional information may be requested by the Land Bank. The final decision will be in collaboration with the Land Bank Advisory Committee and Land Bank staff as to the property (s) highest and best use. The highest offer amount does NOT guarantee the transfer of a property and submitting an application does not guarantee approval to purchase a property. **The minimum price to purchase a single side lot adjacent property is \$250.00.**
- Once the application is received, the Warren County Land Bank Authority will submit correspondence to the municipality notifying of the intended repository property transfer. The municipality will have ten (10) business days to submit comments on the transfer of the property.
- Once the application has been approved and the property has passed the (WCLB)'s inspection process, the Land Bank and the buyer will work together to close the transaction.
- The (WCLB) maintains the right to condition the transfer of title on the buyer's acceptance of certain deed restrictions. Restrictions may be included in the purchase agreement and deed to ensure properties are maintained in an agreed upon way. If the buyer fails to maintain the property in an agreed upon way and pay all real estate taxes when due, the (WCLB) may exercise its discretion and take title to the property back from the buyer. All costs related to the transfer back to the Land bank shall be borne by the buyer. Purchasers of Land Bank owned properties who violate any requirements or restrictions stated in the Purchase Agreement or Deed will be prohibited from participating in future Land Bank transactions.
- As a condition of transfer of an improved or unimproved parcel, the transferee must enter into an agreement that the parcel is not subject to sale, subdivision or partition within a five-year period following the date of the transfer. All requests for property transfers prior to the five-year period must be a written request to the Board of Directors of the Land Bank detailing the reason for the requested sale of the property.
- Again, the minimum price to purchase a single side lot adjacent property is \$250.00. The purchase price amount is due with this application. The purchase price can be paid by cashier's check or money order made payable to the Warren County Land Bank Authority.
- The Land Bank transfers property by quit claim deed. The purchaser buys the property "AS IS". Title insurance, if desired, is the responsibility of the applicant/purchaser.
- The purchaser is responsible for the recording cost of the deed.
- **Please allow thirty to ninety days for this process to be complete.**

I have read and understand the information provided in the Key Considerations section above.

X _____
Signature (Required)

By signing below, the Applicant hereby certifies that the information provided herein is correct and true to the best of their knowledge and that Applicant agrees to maintain the lot requested in accordance with all local ordinances and relevant laws. Falsifying or deliberately omitting any information regarding this application may result in immediate termination from the program and/or the Land Bank seeking remedies available at law or in equity.

By submitting this application, I understand that the Warren County Land Bank Authority does not commit to transferring said lot and that this Application is a statement of interest only.

Signature of Applicant

Date

Signature of Co-Applicant

Date

Please fill out all sections of the application completely and return along with the notarized Affidavit of Applicant, a picture copy of the applicant's government issued ID, driver's license, passport, etc. and a cashier's or certified check made payable to the Warren County Land Bank Authority for the purchase price of the property. All must be returned by mail or in person to address below.

Warren County Land Bank Authority
c/o Warren County Courthouse
Attention: Pamela Matve
204 Fourth Ave.
Warren, PA 16365