

**Pre-Qualification Application for Interested Parties seeking property or a partnership with the North East Pennsylvania Land Bank Authority**

The North East Pennsylvania Land Bank Authority (LAND BANK) is accepting pre-qualification applications from individuals and organizations who are interested in acquiring property from the LAND BANK. All final dispositions of property are governed by the LAND BANK Policies and Procedures and are intended to achieve general and specific priorities. Consideration will generally be given to organizations whose intended property use, experience, and capacity to execute align most closely with LAND BANK goals and provide LAND BANK the greatest level of confidence that property conveyed by the LAND BANK will be put to productive use. The purpose of the LAND BANK is to use available resources to facilitate the return of vacant, abandoned and tax delinquent properties to productive use thereby combating community deterioration, creating economic growth and stabilizing the housing and job market.

Please complete this form in its entirety. Incomplete applications may be returned without action taken by LAND BANK. For entries intentionally left blank, enter N/A or draw a line through the question.

**Acknowledgement:**

By signing below, I acknowledge the following:

- This application does not assign any obligation upon the LAND BANK to convey property to the applicant or to any applicant.
- LAND BANK may verify any information provided, at its own discretion, including contacting third parties.
- LAND BANK reserves the exclusive right to decide whether to engage in transactions with any applicant.
- The applicant understands that a \$100 application fee is required and is non-refundable.
- The applicant understands that an approved application is valid for three years and a new application must be submitted upon the expiration.

Please acknowledge that you have read and will abide by the terms described in this Application by signing below.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Please answer the questions using the space provided. If you wish to provide additional information or would like to submit documents, please attach additional pages securely using a staple or other similar fastener. Please include the Applicant name on all pages submitted.**

1. Applicant contact information:

- a. Name: \_\_\_\_\_
- b. Organization contact: \_\_\_\_\_
- c. Address: \_\_\_\_\_
- d. City: \_\_\_\_\_ e. Zip code \_\_\_\_\_
- e. Daytime Telephone: \_\_\_\_\_
- f. Cell: \_\_\_\_\_
- g. Email: \_\_\_\_\_

2. Please select from the following the priorities that align most closely to your organization's purpose in applying for property from the North East Pennsylvania Land Bank Authority. You may select more than one priority.

- a. Owner-Occupied Residential Housing
- b. Mixed Owner-Occupied and Market Rate Rental Housing
- c. Senior Housing
- d. Mixed Use (Residential/Commercial)
- e. Market Rate Rental Housing
- f. Commercial Office and/or Retail

3. Please describe how you or your organization's mission aligns with the LAND BANK'S mission.

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4. The applicant is (check one):

a. An individual intending to use property for personal occupancy/use	
b. Non-profit developer	
c. For-profit developer	
d. Local government	
e. Nonprofit institution	
f. Religious institution	
g. Partnership/LLC/Other	
h. Other	

For organizational applicants:

5. Your legal status:

For-profit  Not-for-profit  Government  Other

6. Please attach a list with the names and contact information for all organizational directors or owners.

7. Please provide a brief description of the organization's ownership structure.

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**Please answer the following questions on separate pages and attach. Please number your responses accordingly.**

**Operational capacity**

8. Please briefly describe how you will secure the property upon receiving title from the LAND BANK. If you have a vendor identified who will be responsible for securing the property, please provide the name and contact information of the vendor.

9. Please describe how your organization will complete any repairs required on the property and the date by which you reasonably anticipate completing repairs. If you have a vendor

identified who will be providing service to improve the property, please provide the name and contact information for the vendor.

10. Please describe the staff and other organizational resources that you have available to effectively manage and maintain this property. Please include names and titles, if appropriate.

**Prior experience developing and managing real property**

11. Please describe your past experience developing and managing real property. Specifically:

- a. How many properties, including total housing units, are you currently responsible for managing?
- b. How many properties have you developed/redeveloped and sold in the last 24 months?

12. Please provide the address(es) of up to 3 properties that you have developed/redeveloped within the past 24 months.

**Required Disclosures**

13. Does the applicant and/or any of applicant’s owners/directors currently own any properties in North East Pennsylvania Land Bank Authority jurisdiction with delinquent taxes, not including the properties being offered for donation?	Yes	No
14. Has the applicant and/or any of the applicant’s owners/directors been barred from doing business with any other local government entity?	Yes	No
15. Does applicant and/or any of the applicant’s owners/directors currently own property in North East Pennsylvania Land Bank Authority jurisdiction with un-remediated federal, state, or local codes, ordinances, or regulations?	Yes	No
16. Is the applicant seeking to acquire property which has been used as a primary residence by a relative or family member of the applicant and/or any of the applicant’s owners/directors during any portion of the 12 months preceding the application?	Yes	No
17. Is the applicant legally able to hold title to real property?	Yes	No
18. Is the applicant willing and able to complete any necessary rehab on the property and to have it ready for residential use in not less than 9 months from the date it is transferred to applicant?	Yes	No
19. Is the applicant willing to accept responsibility for maintaining the property in accordance with applicable property maintenance codes?	Yes	No
20. Is the applicant willing to accept responsibility for paying all Property taxes due on the property from the date it is conveyed to the applicant and not appeal the appraised value for a minimum of five years?	Yes	No

21. Is the applicant willing to provide to the LAND BANK information on the status of the property in the future, which would allow the LAND BANK to track ongoing compliance with the stated intentions of the applicant, including, but not limited to, occupancy status?	Yes	No
22. Is the applicant willing to own the property and pay all taxes and fees for a minimum of five years?	Yes	No

Applicants will be required to provide additional information and/or documents before receiving any properties. It is recommended that an applicant obtain and retain a copy of the North East Pennsylvania Land Bank Authority’s Acquisition and Disposition Policy.

Please return this application with attachments and a non-refundable application fee of \$100 to:

**NORTH EAST LAND BANK AUTHORITY**

35 Broad Street, Suite 202  
Pittston, PA 18640

