

Warren County Land Bank Authority Property Donation Application

Please use the following application to notify the Land Bank of your interest in donating any property that you currently own in Warren County.

The Land Bank will **NOT** accept your property as a donation unless certain conditions are met. The property must be free of liens, including a mortgage, utility lien, or judgment. Second, all municipal fees must be current with a \$0 (zero) balance and the property must be contributing to blight in the area.

If the Land Bank accepts your donation offer, you will be contacted to begin the donation procedure. This form is a statement of interest only and does not commit the Land Bank to accept your property as a donation or for value.

****Application will not be processed if not completed in its entirety****

CONTACT INFORMATION

Name of Applicant: _____

Mailing address: _____

City, State, Zip: _____

Daytime Phone #: _____ Alternate Phone #: _____

Fax Number (optional): _____ Email address (optional): _____

PROPERTY INFORMATION

Property address: _____ Parcel Pin #: _____

Structure Present: Yes No

Reason for donating the property: _____

Has this property recently gone through foreclosure? Yes No

Are there any existing liens on this property or are you currently involved in a bankruptcy?

No Yes

Please explain

Will you include a cash donation with the property to assist with maintenance repairs or demolition that may be needed? Yes No If so, how much? _____

Indicate the type of deed that will be used to transfer the property:

Quit Claim Deed _____

Special Warranty Deed _____

Warranty Deed _____

The information provided in this application is true to the best of my knowledge. I understand that this application does not commit the Land Bank to accept my property.

Signature of Applicant

Date

DONATION POLICY

The Warren County Land Bank Authority (the "Land Bank") welcomes donations of properties under the following conditions:

Property donation applications must be approved by the municipality's authorized representative where the property is located.

Real estate taxes must be paid in full at the time of donation, unless the property is approved for a Deed in Lieu of Foreclosure.

The property cannot have any judgments, liens or other encumbrances against it, which may include but are not limited to mortgages, unpaid utility bills, municipal liens, mechanic's liens and state or federal income tax liens.

The property cannot have open code violations, unless the Land Bank determines that demolition of a structure is necessary and funding is available.

Donors must provide a recent title search of each parcel to demonstrate ownership and clear title.

Donors may contact a title agency to order title work or reimburse the Land Bank for title work costs (\$200 per chain of titleS). Donors who wish to reimburse the Land Bank should call the number below to confirm the amount due. Also, payment will be required in certified funds, not personal checks.

In cases of deceased land owners, their next of kin must provide the Land Bank with signed Affidavits of Real Estate Inherited and an additional \$50.00 fee per affidavit to record affidavits and pay conveyance fees.

A Phase I environmental assessment must be completed prior to the donation if deemed warranted by the Land Bank.

Staff will perform an analysis of the property offered for donation to determine if it can be accepted in accordance with this policy.

The Land Bank reserves the right to decline any donations at any time.

Please submit this form to:

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

Phone: (814)728-3402

Please allow at least 30 days for your request to be processed.