

Warren County Land Bank Authority Vacant Land Purchase Application

The Warren County Land Bank Authority Property Purchase Program allows qualified applicants to acquire properties owned by the Warren County Land Bank Authority or properties 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 application does not commit the Land Bank to transfer the property. Applications will not be processed unless completed in their entirety. The Land Bank 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 be in compliance with the local building and zoning regulations for their primary residence and other properties the Applicant owns in Warren County.

The Applicant must be current on all real estate taxes and assessments, including municipal fees, for their primary residence and all other properties the Applicant owns in Warren County.

The Applicant is not a prior owner of real property in Warren County that was transferred as the result of tax foreclosure proceedings.

Once transferred, the Applicant must be able to maintain the property 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 Property Purchase Program. By signing I certify that I have met the basic eligibility requirements.

Applicants 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 cashier's check made payable to the Warren County Land Bank Authority for the purchase price of the property. 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 non-adjacent lot 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 non-adjacent lot 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.

Signature
Date

Applicants

Contact Information/Please Print

Name of Applicant: _____

Name of Co-Applicant _____

Name of corporation/business: (if applicable) _____

Mailing Address: _____

City, State, Zip: _____

Daytime Phone #: (____) _____ Email _____

Address: _____

How did you hear about the Land Bank? Internet Social Media News Word of Mouth Sign in
Yard

Other

Property Ownership History in Warren County

Do you have any?

Delinquent Property Taxes and/or Municipal Fees: (Please Circle) Yes No Municipality _____

Outstanding Code Violations: (Please Circle) Yes No Municipality _____

(Purchasers of Land Bank properties must be current on real estate taxes and municipal fees for other properties he or she owns in Warren County. Staff will check County and Municipal records for verification.)

In the past 5 years have you owned real property in Warren County that was transferred as the result of tax foreclosure proceeds? _____ (if yes, please explain)

Land Bank and/or Repository Property Information

Parcel Map/Pin # _____

Property Address _____

Please Initial _____

Planned Use of Property

New Construction _____ Maintain as Greenspace _____

Please explain your plan for the property: _____

Estimated Cost of Renovation and/or New Construction/If Applicable: \$ _____

* Please note that parking on unimproved land is not allowed in most municipalities. If you intend to park on the property, you must improve the surface and abide by all building and zoning ordinances.

About the Applicant:

List the addresses and/or parcel numbers of all parcels of real estate in Warren County that the applicant owns. For any entity submitting an application, list the addresses and/or parcel numbers of all parcels of real estate in Warren County owned by each person having an ownership interest in the entity. Attach additional pages if necessary:

To the best of my knowledge, the information provided in this application is true. By signing this application, I also certify that I am current on all county and local property taxes as well as all municipal fees. I understand that WCLB staff will review my application for property purchase and conduct a background check for delinquent taxes and/or outstanding municipal fees and contact me if any additional information is required.

This form is a statement of interest only, meaning there is no guarantee that WCLB will transfer selected property.

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 copy of the applicant’s government issued ID, driver’s license, passport, etc. and a cashier’s check 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