



**Ingham County Land Bank Authority
Nonprofit Community Development Corporation
Land Transfer Application Form**

Please review the Ingham County Land Bank Priorities, Policies, and Procedures before completing this application. To Purchase a LBA owned property, submit a completed application to *The Ingham County Land Bank, c/o Eric Schertzing, P.O. Box 215, Mason MI 48854.*

Contact Information

Name of applicant: _____
Name of corporation/business _____
Mailing address: _____
Phone #: _____ Cell phone #: _____
Fax #: _____ Email address: _____

Property Information

List of LBA property addresses/parcel ID #s: _____

Property will be used for: Residential _____ Commercial _____ Other _____ uses

Property will be occupied by: Owner _____ Renter _____ Business _____ Other _____

Is an owner occupancy covenant for 20 years acceptable? Yes _____ No _____

Description of property in its existing condition: _____

Estimated market value of property: _____

Purchase offer consideration: _____

Redevelopment Plans

Description of planned improvements and renovation: _____

Development Team description (List of names of developer, contractors, lead construction lender, architects, project managers, consultants, marketing agents, etc.):

Timeline for renovation/improvement: _____

Project Financing

Cost of renovation/improvements: _____

Development Subsidy Amount and Source: _____

Description of how acquisition and improvements/renovation will be financed (and what is the status of the commitment): _____

Note: The LBA often places a lien on the property or enter into a development agreement with the purchaser to guarantee that the proposed renovation/improvements are completed to LBA standards.

Please attach the following documents:

- Current financial statements and most recent audited financial statement
- Evidence of 501(c)3 and Certificate of Good Standing
- Pre-commitment letter from lender or other funding sources
- Development pro forma
- Evidence of community support for intended project(s)
- Operating pro forma for rental or commercial activities
- List of potential tenants and pre-lease agreements for rental transactions
- Request by nonprofit entities for housing development related transfers shall be first submitted in writing to the City of Lansing Department Of Planning & Development- Dorothy Boone. *The completed request shall be submitted by the nonprofit entity to the Land Bank together with a written letter of evaluation from the City of Lansing Department of Planning.*

Ingham County Land Bank, P.O. Box 215, Mason MI 48854
Phone: 517-676-7237, Fax: 517-676-7242, Email: eschertzing@Ingham.org

The proposed land transfer described in this application form complies with the applicable Ingham County Land Bank Priorities, Policies and Procedures.

Signature of Applicant

Date

