



# DEKALB REGIONAL LAND BANK AUTHORITY

178 Sams Street, Suite A3500

Decatur, GA 30030

DLRB.ORG

## Land Bank Property Application

### I. APPLICANT CONTACT INFORMATION

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

If business Entity, \_\_\_\_\_  
*Contact Name*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Daytime Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

Email \_\_\_\_\_

### II. APPLICANT ELIGIBILITY

Has the Applicant ever been:

Property tax delinquent?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Subject to unpaid special assessments?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Subject to a tax foreclosure judgment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Subject to utility delinquencies?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Subject to a mortgage foreclosure (proceedings or judgment)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Subject to a local code violation (such as maintenance violations)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**Please attach any supporting documents that provides an explanation on any of the items checked "Yes"**

### III. APPLICANT EXPERIENCE

Please attach official documentation of the Applicant's experience, capacity, and dedication to complete the project anticipated for the property sought to be acquired from the DRLBA.

### REFERENCES

Please provide two business references who can speak to Applicant's ability to acquire, maintain, or responsibly dispose of the parcels requested from the DRLBA.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### IV. PROPERTY INFORMATION

Please provide the following information regarding the parcel or parcels Applicant seeks to acquire from the DRLBA. If you seek multiple parcels, please submit the information below for each parcel. Complete a separate page for each parcel, if seeking multiple parcels.

Address: \_\_\_\_\_

Parcel ID# \_\_\_\_\_

<b>Property Characteristics:</b>		<b>Intended Use (check all that apply):</b>	
<input type="checkbox"/>	Vacant Lot Next to Applicant's Property (e.g., Side-Lot)	<input type="checkbox"/>	Maintain as Side-Lot (vacant lot next to Applicant's property)
<input type="checkbox"/>	Vacant Lot Not Next to Applicant's Property	<input type="checkbox"/>	Occupy / Owner
<input type="checkbox"/>	Vacant Residential Structure	<input type="checkbox"/>	Rent
<input type="checkbox"/>	Vacant Commercial or Industrial Structure	<input type="checkbox"/>	Develop for residential use
<input type="checkbox"/>		<input type="checkbox"/>	Develop for commercial or industrial use
<input type="checkbox"/>		<input type="checkbox"/>	Other: _____

Proposed Purchase Price (\$USD): \_\_\_\_\_

Attach a brief description of your intended use and or development of the property and include an explanation of what public benefit your development of the property will bring to DeKalb County or the surrounding community.

Timeline for Completion of Proposed Project: \_\_\_\_\_

Will Financing Be Required for Completion of Proposed Project/Use::      **YES**                      **NO**  
   

If Yes, please attach the funding commitment letter.

## V. DOCUMENTATION REQUIREMENTS

### Check-list of Required Documents:

- ✓ Complete Applicant and Property Information Form
- ✓ Attach any Additional Documentation Requirements (e.g., proof of ownership of adjacent lot; if financing is required for Applicant's Project, a Funding Commitment Letter from financial institution or other source stating how project will be funded; additional information relevant to your capacity and experience in completing the project anticipated)
- ✓ Review DEKALB REGIONAL LAND BANK AUTHORITY ("DRLBA") Requirements and Execute Applicant Signature Page
- ✓ Submit Completed Application to **DRLBA.120@gmail.com** or via mail to: DEKALB REGIONAL LAND BANK AUTHORITY c/o DeKalb County Community Development Department, 178 Sams Street - Suite A3500, Decatur, Georgia 30030

### Property Application Review Process

- Complete applications are generally processed by DRLBA's Executive Director within 30 days and presented to the Board of Directors for review at the next scheduled board meeting.
- If an application is complete and recommended for review by the Board of Directors, applicants will be contacted in advance of the next Board of Directors' meeting at which the application will be reviewed.
- The Board of Directors will vote to determine whether or not to approve an application, whether to continue negotiations or otherwise, and as appropriate will direct DRLBA's legal counsel to negotiate a Purchase and Sale Agreement with successful Applicants.
- Upon execution of a valid Purchase and Sale Agreement, a closing will be scheduled and completed accordingly.

**\*Please note that incomplete applications will not be processed. \***

These requirements apply to all Applicants and applications received by the DRLBA:

## VI. DISCLAIMER AND SIGNATURE

Applicant understands that the DRLBA will convey, enter into agreements, or dispose of all properties in accordance with the objectives, policies, and procedures as determined by the Board of Directors.

Signature (Required) I have read and understand the information provided above.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_