



*Michigan Land Bank
Fast Track Authority*

Michigan Land Bank Property Conveyance Application

Please use this application if you are interested in acquiring a property from the Michigan Land Bank Fast Track Authority.

Thank you for your interest in property owned by the State of Michigan Land Bank Fast Track Authority (Authority). The mission of the Authority is to stimulate job growth and invest in Michigan communities by fostering private-public partnerships; to engage citizens to preserve, protect and strengthen neighborhoods; and to promote, supervise and support land bank operations at the state, county and local levels.

The Application Process:

1. Mail a completed, signed application to the Authority at:

**Michigan Land Bank Fast Track Authority
7150 Harris Drive
Lansing, Michigan 48909**

Please note that the Authority does not accept faxed or emailed copies of the application.

2. Upon receipt of your completed, signed application and required documentation, the Authority will review your application. If additional information is needed to complete the review of your application, the Authority will send a letter requesting the necessary information.
3. After the review of your application is complete, you will be notified if your application is denied or approved.

If approved, you will be sent the following documents:

- An Approval Letter informing you that your application has been approved.
- Three copies of a Property Transfer Affidavit. Two of these must be signed and returned with payment. Please keep one for your records.
- Two copies of the invoice indicating the amount due and the required due date. One must be signed and returned with payment. Please keep one for your records.
- A Deed Information Request Form to be completed and returned with payment.

If denied, you will be sent a letter advising you that your application has not been approved.

4. **All payments must be made in the form of a Cashier's Check or Money Order made payable to the STATE of MICHIGAN.**
5. Once the Authority has received payment and the required, signed documents, a Quitclaim Deed will be executed and sent to the county Register of Deeds for recording. The Authority will mail the recorded Quitclaim Deed to the purchaser upon receipt from the county.
6. This is a **cash-sale**.

Again, thank you for your interest in the Michigan Land Bank Fast Track Authority. If you have any further questions, please feel free to contact us at **(517) 636-5149**.

Property Conveyance Application

Applicant Information

Primary Contact

Applicant's Name _____

Co-Applicant's Name (if applicable) _____

Applicant's Address _____

City _____ County _____ State _____ Zip _____

Phone _____ Fax _____ Cell _____

Email Address _____

Property Information

Property Address(es) _____

Parcel ID Number or Ward/Item #(s) _____

Purchase Offer Amount _____

Description of planned improvements and renovation (attach additional page if necessary):

Timeline for the renovation (must be completed within a maximum of 18 months): _____

Total projected cost for renovation: _____

How will the renovation be financed?

Required Documentation

Please include the following with your application:

- Copy of a state or federal photo identification
- Photos of requested property
- Current paid tax bills for *all* properties owned by applicant
- Proof of funds sufficient to purchase and complete your proposed plans for the property (**please black out your Social Security Number and any account numbers**)
- Itemized Budget for the planned improvements and renovations of the property, sample attached on page 5 of this application

Applicant Certification

I/We HEREBY CERTIFY THAT:

1. I/We are not in default of property taxes payable to any governmental taxing unit. I/We understand that the Authority will verify the tax payment status of all property owed by the entity and named applicants making application.
2. In the case of individual applicants, I understand that if a spouse's name will appear on the conveyance document, both spouses must sign this application.
3. All of the copies of the materials submitted with this application are complete, accurate and current.
4. I/We further understand and agree that the property(s) will be maintained in accordance with all land use, zoning, and property maintenance laws and ordinances.
5. I/We agree that the properties purchased from the Authority will be developed within 18 months of conveyance; otherwise, each property not developed according to this application will revert back to the ownership of the Authority. The provisions of this paragraph 5 will be reflected in the final land transfer documents and may be modified, or adapted to particular circumstances, as the situation may require, in the sole discretion of the Authority.
6. I/We also certify that I/we will pay all costs and fees associated with purchasing property from the Authority, the closing of this transaction, and any future related transactional costs.

By signing below, I/we certify that I/we have read, understand, and agree to be bound by all of the terms of this entire application. I/We further certify all of the statements set forth in this application are true.

Applicant's Signature _____ Date _____

Co-Applicant's Signature _____ Date _____

Legal Disclaimer

The State of Michigan, its departments, the **Michigan Land Bank Fast Track Authority (Authority)**, its officers, employees, contractors, and agents, make no warranty or representation as to the status or condition of title on any of the properties conveyed by the Authority. The applicant assumes all responsibility to search and, if necessary, clear title to the properties. The applicant is encouraged to obtain a title insurance policy for each property and to obtain legal or other technical advice in order to search and clear title to the properties.

The State of Michigan, its departments, the **Authority**, its officers, employees, contractors, and agents, make no warranty or representation as to the presence or absence of any hazardous substance or hazardous waste on any of the properties conveyed by the Authority. All properties are sold “as is.” The State of Michigan, its departments, the **Authority**, its officers, employees, contractors, and agents, make no warranty or representation as to the environmental condition of any of the properties or of any structures or improvements located on any of the properties. The applicant assumes all responsibility to investigate, and if necessary remediate, the environmental condition of the properties. The applicant is encouraged to obtain technical advice in order to investigate, and if necessary remediate, the environmental condition of the properties.

The State of Michigan, its departments, the **Authority**, its officers, employees, contractors, and agents, make no warranty or representation as to the physical condition of any of the properties or of any structures or improvements located on any of the properties conveyed by the Authority. The applicant assumes all responsibility to investigate, and if necessary repair the physical condition of the properties or of any structures or improvements located on any of the properties. The applicant is encouraged to obtain technical advice in order to investigate, and if necessary repair, the physical condition of any of the properties or of any structures or improvements located on any of the properties.

The State of Michigan, its departments, the Authority, its officers, employees, contractors, and agents, comply with Elliot-Larson Civil Rights Act, 1976 PA 453, the Persons with Disabilities Civil Rights Act, 1976 PA 220 and all other federal, state and local fair employment practices and equal opportunity laws and do not discriminate based on religion, race, color, national origin, age, sex, height, weight, or physical or mental disability, or marital status.

In addition to the sale price of said property, the applicant will be required to pay all costs associated with this transaction, as determined by the Authority.

The purchaser will receive a “**Quitclaim Deed**” from the **Michigan Land Bank Fast Track Authority**. The property will be conveyed, “As Is” – with no title insurance, subject to right of way of record, encumbrances, and exceptions. The purchaser will assume responsibility for the property. The Quitclaim Deed does not warrant title and may be subject to redemption rights (that right which allows a former owner of a tax reverted property to invoke a legal claim, to reclaim forfeited property by paying delinquent taxes, fees and/or costs). It is strongly recommended to the purchaser to obtain title insurance for all properties to be conveyed by the Authority. It is further suggested that title insurance is ordered upon approval of this application.

I/We understand that the **Authority** will offer the property(s) “**AS IS**” with no warranty of the title whatsoever. I/We understand that the property(s) may have substantial physical, environmental, and/or title defects. I/We understand that I/we am/are assuming the risk for any defects in the property(s). No one from or on behalf of the State of Michigan, its departments, the **Authority**, its officers, employees, contractors, or agents, has made any statements, promises, representations, or warranties, expressed or implied, as to the condition of the property(s) or title to the property(s). I/We acknowledge that I/we am proceeding at my/our own risk. I/We hereby release, waive, discharge, and covenant to hold harmless the State of Michigan, its departments, the **Authority**, its officers, employees, contractors, and agents from all liability regarding the condition of the property(s), whether environmental, physical, legal (title), or otherwise.

By signing below, I/we certify that I/we have read, understand, and agree to be bound by all terms of this entire application. I/We further certify that all of the statements set forth in this application are true.

Applicant Signature _____ **Date** _____

Co-Applicant Signature _____ **Date** _____



Development Pro Forma

	Budget
Costs	
Acquisition	
Property Cost	
<i>Subtotal: Acquisition</i>	
Rehabilitation	
Furnace	
Roof	
Paint	
Windows	
Doors	
Siding	
Water Heater	
Structure Repairs (walls, porch, stairs)	
Plumbing	
Other	
<i>Subtotal: Rehab</i>	
Professional Fees	
Appraisal	
Environmental Consultant	
Surveyor	
<i>Subtotal: Professional Fees</i>	
Carrying Costs & Other Project Fees	
Application Fees	
Inspections	
Property Insurance	
Real Estate Taxes	
Liens	
Water Reconnection Fee	
Title Insurance & Recording	
<i>Subtotal: Carrying Costs & Other Project Fees</i>	
TOTAL PROJECT COST	
SOURCES	
Loan*	
Housing Grant*	
Tax Credits	
Tax Credits	
Personal/Organizational Account Funds	
TOTAL PROJECT SOURCES	

* Must include proof of loans and grants