Michigan Land Bank
Fast Track Authority

Property Conveyance Application

Thank you for your interest in tax reverted property owned by the State of Michigan Land Bank Fast Track Authority (Authority). The mission of the Authority is to return blighted tax reverted properties to productive and economically viable use. The Authority will work cooperatively with local units of government and the private sector to effectively create opportunities for economic growth within the manufacturing, industrial, commercial, retail, housing and public use arenas. The application process will assist individuals who are interested in purchasing or otherwise acquiring properties owned by the Authority.

The Application Process:

1. The application process consists of submitting a completed application to the Authority at the Lansing Office.

   Michigan Land Bank Fast Track Authority
   300 North Washington Square
   Lansing, MI 48913

2. Upon receipt of your completed application and required documentation, the Authority will evaluate your application.

3. You will be notified if your application is denied or approved. If approved, you will be notified of the parcel(s) available for purchase and the appraisal cost, if any. All property will be sold at an agreed value plus the costs associated with the sale (property costs). The Authority may conduct its own valuation or it may, at it's sole discretion, hire an outside appraiser.

4. You will be informed of the price the Authority will be willing to entertain as an offer and any other property costs associated with a potential sale. If you are still interested in purchasing the property, a purchase agreement will be drafted for the parcel(s) and a closing date will be scheduled. **All payments must be made in the form of a Cashier's Check or Money Order made payable to the STATE of MICHIGAN.**

5. The closing will occur and the property will be transferred to the purchaser by Quitclaim Deed after final payment has been received by the Authority. This is a **cash-sale**. The purchaser is responsible for all appraisal and closing costs incurred in the property conveyance.

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) 335-7810**.

Applicant Information Sheet

Type of Entity (if applicable):

Corporation	Co-Partnership
Limited Partnership	Individual or Sole Proprietorship
General Partnership	Nonprofit 501c
Limited Liability Company	Governmental Entity

Primary Contact

Entity Name (if applicable)_____

Applicant's Name _____

Applicant's Address _____

City_____County_____State_____Zip_____

Phone_____Fax_____Cell_____

Email Address _____

EIN/501c Corp._____

Federal Employer ID _____

If Applicable

Co-Applicant's Name _____

Property Details Required (Individual)

Are you currently living or do you plan to live in a property requested? Yes_____ No _____

If yes, please list property's address _____

If yes, how long have you lived there? _____
Month/Year

What resources are available to you for rehabilitation and code compliance of the property(s)?
(Attach information to this application)

Please estimate the costs for rehabilitation and code compliance of the property(s) $_____

Required Documentation

Individuals

- ☐ Property address and legal description (include in Exhibit A**)**
- ☐ Proposed project description and/or use of property(s) (include in Exhibit A**)**
- ☐ Copies of property assessment cards and zoning information from local assessment office
- ☐ Current Paid tax bills for all properties owned by applicant
- ☐ A state or federal picture identification
- ☐ Most recent tax return
- ☐ Photos of requested property (Taken within last 30 days)

Public Use

- ☐ Property address and legal description (include in Exhibit A**)**
- ☐ Proposed project description and/or use of property(s) (include in Exhibit A**)**
- ☐ Resolution from board or governing body authorizing purchase and signatories

For-Profit Corporation

- ☐ Property address and legal description (include in Exhibit A**)**
- ☐ List of parent entities, subsidiaries, or affiliates of organization
- ☐ Current Certificate of Good Standing, non-cancellation of status
- ☐ List of joint venture partners for the development proposed
- ☐ Proposed project description and/or use of property(s) (include in Exhibit A**)**
- ☐ Copies of property assessment cards and zoning information from local assessment office
- ☐ Articles of Incorporation, Partnership Certificate or Articles of Organization
- ☐ Organizational Bylaws, Partnership Agreement and Operating Agreement
- ☐ Evidence that development proposal is consistent with plan approved by local governmental jurisdiction
- ☐ Evidence that all property taxes for all real property owned by individuals, organizations, parent, subsidiary and affiliate entities are paid in full to date
- ☐ Organizational roster (all owners, shareholders, members or partners, officers, and full and/or part-time employees, consultants and advisors, whether paid or unpaid)
- ☐ Resolution from board or governing body authorizing purchase and signatories
- ☐ Target area and corresponding map
- ☐ Photos of requested property (Taken within last 30 days)

Non-Profit Corporation

- ☐ Property address and legal description (include in Exhibit A**)**
- ☐ List of parent entities, subsidiaries, or affiliates of organization
- ☐ Current Certificate of Good Standing, non-cancellation of status
- ☐ List of joint venture partners for the development proposed
- ☐ Proposed project description and/or use of property(s) (include in Exhibit A**)**
- ☐ Copies of property assessment cards and zoning information from local assessment office
- ☐ Articles of Incorporation, Partnership Certificate or Articles of Organization
- ☐ Organizational Bylaws, Partnership Agreement and Operating Agreement
- ☐ Evidence that development proposal is consistent with plan approved by local governmental jurisdiction
- ☐ Evidence that all property taxes for all real property owned by individuals, organizations, parent, subsidiary and affiliate entities are paid in full to date
- ☐ Organizational roster (all owners, shareholders, members or partners, officers, and full and/or part-time employees, consultants and advisors, whether paid or unpaid)
- ☐ Resolution from board or governing body authorizing purchase and signatories
- ☐ Target area and corresponding map
- ☐ Most recent 990 (Corporate Tax Return)
- ☐ Michigan nonprofit number and 501c date of designation
- ☐ Photos of requested property (Taken within last 30 days)

For-Profit & Non-Profit Corporations Development/Re-Development proposal

- ☐ Development team description and organizational chart of the following:
  - Developer/partners;
  - General contractor;
  - Consultants;
  - Architect;
  - Management entity
- ☐ Development budget including sources and uses of funds
- ☐ Five-year operating budget proforma for rental projects
- ☐ List of Potential Tenants and pre-lease agreements
- ☐ Market information/plan/study
- ☐ Project Financing including letters of commitment
- ☐ Time line for rehabilitation/improvement completion
- ☐ Evidence of past projects successfully completed by your organization
- ☐ Evidence that your organization has the capacity to complete the proposed project, given the number of properties requested to purchase from the Authority

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.

3. 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.

4. All of the copies of the materials submitted with this application are complete, accurate and current.

5. 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.

6. 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 6 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.

7. 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_____

Applicant's Printed Name_____Date_____
As appears on driver's license

Co-Applicant's Signature_____

Co-Applicant's Printed Name_____Date_____
As appears on driver's license

ISSUE DEED TO:			MAIL DEED TO:		
NAME			NAME		
ADDRESS			NAME		
CITY	STATE	ZIP CODE	ADDRESS		
COUNTY			CITY	STATE	ZIP CODE

Internal Use Only – Do Not Complete			
Date Received:		Date Entered:	By:
Check #:	Amount:	Record Number:	

Exhibit A

Property Request Form

Please identify the property(s) you are interested in purchasing and state a fair purchase offer amount for consideration. Please be specific for the intended use for each property you are requesting. If the property has a structure on it, you must include a picture of the structure. If necessary, please make a copy of Exhibit A for additional request.

Parcel ID Number **or** Ward/Item Number		
Purchase Offer Amount		
Full Address		
County	Zoning	Lot Size
Proposed Property Use		

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Purchase Offer Amount		
Full Address		
County	Zoning	Lot Size
Proposed Property Use		

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Full Address		
County	Zoning	Lot Size
Proposed Property Use		

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, 19876 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. The purchaser will assume responsibility for the property and may incur delinquent tax liabilities. 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_____