

## Land Bank Property Donation Process Guide

### Donation Process

- ❑ The donor must complete and submit the Property Donation Form to the Neighborhood Redevelopment Manager in the Department of Community Development and Housing.
  - A Demolition Approval Agreement is also required if there are structures on the property that are in a dilapidated condition, as determined by the Building Official.
- ❑ The Neighborhood Redevelopment Manager will request a Title Commitment for the property from a title agency. Title Commitments can take up to 3 weeks to receive.
- ❑ The Neighborhood Redevelopment Manager will review the Title Commitment for any conditions or exceptions on the title.
  - The Land Bank may require additional paperwork to satisfy the Title Commitment.
- ❑ The Land Bank will prepare a deed for signature by the donor when the title is clear.
  - Deeds must be signed in front of a Notary Public. The Land Bank can provide a Notary Public at no charge.
- ❑ The Land Bank will send the signed deed for recording at the Crawford County Register of Deeds office.
- ❑ When the recorded deed to the Land Bank is returned, the donor will receive in the mail a copy of that recorded deed, as well as a letter from the Land Bank to document the date and value of the donation.