

Land Bank Property Purchase Process Guide

Application Process

- Complete and submit the Property Purchase Application to the Neighborhood Redevelopment Manager in the Department of Community Development and Housing.
- A letter will be sent to the applicant confirming receipt of application and requesting additional information and documentation, if needed.
- The Land Bank Board of Trustees will approve or disapprove the Property Purchase Application at their regular meeting. The Pittsburgh Land Bank Board of Trustees meets on the last Thursday of each month at 8:00 am in the City Hall Conference Room.
- The Applicant will be notified of the Board's decision, by letter, after the Board of Trustee's meeting.
Note: Approval of a Property Purchase Application is NOT an agreement for the sale of the property; it is simply an approval of the suggested improvement to the property.

Development Agreement Process

- Applicant must complete and submit a Development Agreement to the Neighborhood Redevelopment Manager.
- If the total value of improvements exceeds \$5,000, the applicant must also submit proof that those funds are available for use (e.g. a letter from a financial institution stating such will suffice) to the Neighborhood Redevelopment Manager.

Board of Trustees Process

When the Department of Community Development and Housing has received all of the above:

- Completed Development Agreement, including financial documentation, will be presented to the Board of Trustees at their regular meeting.
- The Pittsburgh Land Bank Board of Trustees will vote to approve or disapprove the Development Agreement.

Approved Agreements

If the Development Agreement is approved by the Board of Trustees:

- The Neighborhood Redevelopment Manager will contact the applicant to inform them of the decision.
- The Neighborhood Redevelopment Manager will send a letter to the applicant informing them of the Board's decision.
- The Neighborhood Redevelopment Manager will publish a notice in the official City newspaper. The Legal Notice must be published no less than 30 days prior to the sale.
- The Chairperson of the Board of Trustees will sign the Development Agreement.
- The Neighborhood Redevelopment Manager will schedule the closing for the sale of the property. The closing will include:
 - o Applicant will sign the Development Agreement.
 - o Applicant will remit payment, as determined by the Board, for the property.
 - o Applicant will receive a copy of property deed signed by the Pittsburgh Land Bank.
 - o The Neighborhood Redevelopment Manager will file the deed. The original deed will be sent to the applicant after recording with the Register of Deeds office.

Disapproved Agreements

If the Development Agreement is disapproved by the Board of Trustees:

- The Neighborhood Redevelopment Manager will contact the applicant to inform them of the decision.
- The Neighborhood Redevelopment Manager will send a letter to the applicant informing them of the Board's decision.
- The applicant is eligible to modify the Development Agreement and re-submit the agreement for consideration at the next regularly scheduled Board of Trustees meeting.