

Pittsburg 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 and Development Agreement will be sent to the applicant to confirm receipt of the Property Purchase Application.
- Applicant must complete and submit the Development Agreement to the Neighborhood Redevelopment Manager.
- If the total value of land purchase or site 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 Property Purchase Application and Development Agreement, including financial documentation, will be presented to the Board of Trustees at their regular meeting. The Pittsburg Land Bank Board of Trustees meets on the last Thursday of each month at 8:00 am in the City Hall conference room. **Completed Property Purchase Applications and Development Agreements must be received by 5:00 pm on the Monday before the Board of Trustees Meeting in order to be considered (see schedule on back).**
- The Pittsburg Land Bank Board of Trustees will vote to approve or disapprove the Development Agreement.

Approved Agreements

If the Property Purchase Application and Development Agreement are approved by the Board of Trustees:

- 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:
 - Applicant will sign the Development Agreement.
 - Applicant will remit payment, as determined by the Board, for the property.
 - Applicant will receive a copy of property deed signed by the Pittsburg Land Bank.
 - 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 Property Purchase Application and Development Agreement are disapproved by the Board of Trustees:

- 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 Property Purchase Application and Development Agreement and re-submit the agreement for consideration at the next regularly scheduled Board of Trustees meeting.

Pittsburg Land Bank
Schedule of Meetings and Documentation Due Dates

Board of Trustees Meeting Date	Documentation Due Dates
January 31, 2019	January 28, 2019
February 20, 2019	February 18, 2019
March 28, 2019	March 25, 2019
April 25, 2019	April 22, 2019
May 30, 2019	May 27, 2019
June 27, 2019	June 24, 2019
July 25, 2019	July 22, 2019
August 29, 2019	August 26, 2019
September 26, 2019	September 23, 2019
October 31, 2019	October 28, 2019
November 21, 2019	November 18, 2019
December 19, 2019	December 16, 2019

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The following documents were received by the CD&H office to complete the application:

- Property Purchase Application Date: _____ By: _____
- Development Agreement Date: _____ By: _____
- Financial Documentation (if needed) Date: _____ By: _____