

LIMA LAND BANK PROGRAM APPLICATION
CITY OF LIMA, OHIO
(REV. 10/13/22)



APPLICATION FORM

I. PURCHASER

Applicant:

Business Name DBA Application Date

Street Address (no PO Box) City State Zip

Contact Name Position

Phone No. Email Address

Employer Identification Number

II. PROPERTY

List the address and Permanent Parcel number of the property you are interested in purchasing and the intended use.

Street Address (no PO Box) City State Zip

Permanent Parcel Number

Permanent Parcel Number

Permanent Parcel Number

Add additional sheet listing parcels of interest if necessary.
(The parcel number may be obtained from the Allen County Auditor's website at <http://allencountyohpropertytax.com/home.aspx>)

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III. DEVELOPMENT PLAN

Provide a development plan that clearly describes what you plan to do with the lot(s). Attach a separate sheet(s) with a written description of the activities proposed and provide a detailed plan of the proposed use of the lot(s). If architectural and/or engineering plans are available, please provide copies with the application.

IV. PROJECT BUDGET

Include a detailed project budget.

V. ATTACHMENTS

1. Income Tax Certification-Applicants must be in good standing with the City of Lima's Income Tax Department. Complete the attached Tax Certification Form and return with this application.
2. Copy of Secretary of State's Certificate of Good Standing.
3. Project Description
4. Project Budget
5. Evidence of Project Financing
6. Other Project Information

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Please review the following items and verify your understanding by signing on the next page.

- I understand that back taxes, outstanding code violations, unresolved foreclosures, and a previous history of bankruptcy and/or foreclosure in the past 5 years on any property I own would mean that my application or purchase cannot proceed until such time as those issues are resolved.
- I understand that all LAND Bank properties are sold in “as is” condition and no warranties are made regarding property condition.
- I understand that pricing will be recommended by the LAND Bank Committee and approved by the Mayor. The **minimum** purchase price for any property acquired through the LAND Bank is \$400.00, plus a recording fee of \$42.00, for total cost of \$442.00 (effective as of 1/1/2022 and subject to change). This fee solely covers the costs related to foreclosure filing, publication, and service. Pricing for non-residential and residential side lots in excess of 10,000 square feet will be determined by the LAND Committee with final approval by the Mayor.
- The Buyer, at its sole discretion, may incur certain additional closing costs associated with the purchase of a property that may include, but not be limited to:
 - Buyer’s Attorney’s fees
 - Surveys
 - Title insurance
 - Inspections, reports or testing requested by the buyer
- I understand the aforementioned fees, taxes and other costs of closing will be included on a statement of sale for my review prior to closing. The projected fees, taxes and other closing costs are good faith estimates and are subject to change at closing.
- I understand that Lot Consolidation may be required, meaning that the acquired properties must be merged with property already owned by the applicant.
- I understand that a mortgage may be filed requiring the buyer to comply with certain project timelines, generally as presented by the applicant in their application or as defined by the Committee.

I, _____, have read and understand the above information.

Signature (Applicant)

Date

Signature (Co-Applicant)

Date

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VI. SIGNATURE

On behalf of the applicant, we attest that the information contained herein is accurate and factual. We understand that this application is the beginning of the process and further documentation and review may be required. The submittal of this application does not guarantee transfer of property; all sales are subject to approval by the City of Lima LAND Reutilization Committee and the Mayor.

Signature (Applicant) _____ Date

Name (typed or printed)

Company Name: _____

Title: _____

Return This Application To: Department of Housing & Neighborhoods
50 Town Square
Lima OH 45801
Attn: Lima LAND Bank

APPLICATION FORM

Department of Housing & Neighborhoods
Lima LAND Bank
City Income Tax Information Form

INTERESTED PARTY INFORMATION

- If purchasing as an individual, complete section I.
- If purchasing as a corporation, non-profit, LLC or other entity, complete section II.
- If purchasing as a non-profit organization, complete section III.

I. APPLICANT/INDIVIDUAL

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Cell Phone #: _____

SSN: _____ DOB _____/_____/_____

Employer: _____

Applicant Signature: _____

Spouse Name: _____

SSN: _____ DOB _____/_____/_____

Employer: _____

Spouse Signature: _____

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II. APPLICANT/CORPORATION or LLC

Name of Company: _____

Owner/Members Names: _____
(Please attach listing of owners or members)

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Cell Phone #: _____

EIN #: _____

Signature of authorized owner or member:

III. APPLICANT/NONPROFIT

Name of Non-profit organization: _____

Board Members (Please attach board member list and 501c3 IRS certification letter):

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Cell Phone #: _____

EIN #: _____

Signature of authorized executive or board member:

Please direct any questions to the Lima LAND Bank at 419-221-5147

(For city use ONLY):

CITY OF LIMA INCOME TAX DEPARTMENT

Approved _____

Rejected _____

Taxation Supervisor: _____

Date of review: ____/____/____

Return This Form To: Department of Housing & Neighborhoods
50 Town Square
Lima OH 45801
Attn: Lima LAND Bank

APPLICATION INSTRUCTIONS

Thank you for your interest in purchasing a property from the city of Lima's Land Acquisition and Neighborhood Development (LAND) Bank Program.

The Lima LAND Bank Program was authorized by Ordinance 13-00 on January 23, 2000 and subsequently amended by Ordinance 143-05 on July 25, 2005 and is authorized by ORC 5722. The purpose of the Lima LAND Bank Program is to take tax delinquent "non-productive" lands *within the corporation limits of city of Lima* and return them to a tax generating status.

ACQUISITION PROCESS

Properties may be purchased under two (2) methods outlined below:

Land Bank Inventory (City-Owned Vacant Real Property)

City-owned real property is available for purchase by qualified parties for development purposes and can be viewed on the City's website at www.cityhall.lima.oh.us/135/Land-Bank. These properties may be conveyed to the buyer upon acceptance of the application by staff and recommendation by the LAND Committee the Mayor's for approval and execution of a Quit Claim Deed.

Tax Delinquent Properties

For vacant parcels where the impositions (delinquent taxes, fees, and fines) exceed the Auditor's taxable value for the property, the city may initiate foreclosure on eligible tax delinquent properties on behalf of a qualified buyer (See qualifications below). The City files with the County Prosecutor's office for initiation of the foreclosure. **Please be advised that this process may take up to twelve (12) months.**

APPLICATION PROCESS

The program and application review and processing will be administered in accordance with the Policies and Procedures adopted September 19, 2022. The Policies and Procedures are available at www.cityhall.lima.oh.us/135/Land-Bank.

- A. Applications must be complete and submitted either by US Postal Service or other commercial carrier service, or delivered in person to the attention of the Lima LAND Bank.
- B. The application will be reviewed for completeness. Incomplete applications will be returned to the applicant with a written explanation regarding the reason and how to address cited deficiencies.
- C. It may be determined that it is necessary to schedule a meeting with the applicant and any other representatives from city departments, as appropriate, to review the application and provide clarification to the applicant as needed.
- D. When the application is determined to be complete, the application will be presented to the LAND Bank Committee for review and recommendation regarding action to the Mayor.

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APPLICATION INSTRUCTIONS

INITIAL QUALIFICATION OF APPLICANT

Applications will only be considered for building projects from qualified parties. An applicant who wishes to obtain a vacant property for investment purposes must submit plans for the proposed building project and have the capacity to carry out the proposed project, a history of responsible ownership and/or development experience, and have adequate resources available to complete the proposed project in a timely manner and in compliance with the Lima Codified ordinances relative to zoning, property maintenance, and building codes.

- A. Information shall be obtained from the applicant concerning their intended use of the property and discuss the necessity that the property be converted to tax-generating status, revitalize the area, be devoted to a public use, or otherwise improve the condition of the property enhancing the neighborhood.
- B. A determination will be made by the LAND Bank Committee concerning the ability of the applicant to adequately improve and care for the combined properties based on the following factors:
 - 1. History of developing and maintaining projects of similar scope and scale;
 - 2. Demonstrated financial capacity of the Applicant;
 - 3. Contribution of the proposed development project to achieving existing economic and community development plans; or,
 - 4. Other documentation requested by the LAND Bank Committee.
- C. The applicant's property tax payment status is reviewed. The applicant must be current on property taxes for all properties owned.
- D. Applications submitted by for-profit corporations must provide information regarding ownership, including, but not limited to, a current board member roster and percentages of ownership in the corporation. Applications submitted by limited liability companies (LLCs) must provide a list of its members and designate the nature of their membership. Applicants must provide historical and current financial statements. Tax returns for corporation shareholders or LLC members may be required. Financial information and trade information will be maintained in strict confidence and only shared, if necessary, with members of the Committee, and Mayor, and will be kept confidential by all parties.
- E. The LAND Bank does not allow for speculative development or land options that would extend the timeframe for development in excess of twenty-four (24) months.

APPLICATION INSTRUCTIONS

PROGRAM REQUIREMENTS AND POLICIES

- All city owned properties for sale are listed on www.cityhall.lima.oh.us/135/Land-Bank
- An application is required for all purchases of property. No multiple listing sales contracts will be accepted. Applications are not considered until all required information is provided. The applicant will be notified in writing within seven (7) business days of any additional information required to initiate review the application.
- Pricing will be negotiated between the City and the applicant, with final approval of the Mayor.
- A redevelopment plan is required with all applications and will be reviewed by applicable city departments based on the scope of the plan.
- Evidence of funding or a plan to access funding is required for all applications and must be demonstrated in a form acceptable to the LAND Bank Program.
- Applicants must demonstrate experience and a successful track record performing similar projects. References may be required from applicant.
- Either the buyer or the buyer's contractor must have experience doing similar work. All contractors must possess licenses required by the Lima Building Department and obtain required permits.
- City reserves the absolute right to accept or reject any and all applications and offers for purchase. In cases of multiple applications, the City will compare the offer price, renovation/redevelopment plan, financial capacity, track record of applicant, type of project, consistency with adopted City Plans, and other factors in the application selection process.
- All transfers include deed restrictions and agreement to finish the redevelopment plan. All deeds transferred from the City associated with this Land Bank Program are prepared by the Law Department. All deeds contain reversionary language allowing the City to regain ownership and possession of the property if the buyer fails to meet their Redevelopment Plan, meet the timelines agreed to in this application, or violates the other restrictions described in the deed (reversion). The reversionary right is to protect the City in case the buyer fails to complete the project as agreed.

The following are requirements for all **new** construction projects:

1. All due diligence necessary to start construction must be completed prior to closing. Depending on the project, the City may require the applicant to schedule a Preliminary Site Plan Review with the Building Department.
2. The review is intended to identify issues, such as zoning, utility connections, and similar items that can make the project unfeasible. Zoning changes or variances must be made prior to closing.
3. All financing must be finalized prior to closing.
4. The buyer must immediately apply for permits after closing and start construction within 6 months and complete construction within 24 months from the date of closing. Alternative deadlines may be negotiated for more complex projects, such as a mixed use or commercial development.
5. If the property is reverted, the buyer will not be reimbursed for any losses and will be ineligible to purchase any future land bank property. To retain eligibility to purchase future properties, the Buyer may request to transfer the property back to the City if the project cannot be completed.
6. The work must follow the Redevelopment Plan as submitted with the application. Any variation of this plan will require the prior written approval of the Land Bank and other appropriate City departments. Failure to complete the plan in its entirety and as submitted with the application may result in the reversion of the property or rejection of all future applications.

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7. All construction work requires building permits and must meet all the zoning requirements. The buyer is solely responsible to coordinate and obtain the permits and approvals necessary to complete the project. If a zoning variance or rezoning is required, please note this on the application.
8. The buyer may not sell the property prior to completion of the project and Final Inspection. If the buyer can not complete the project as contained in the application, contact Staff as soon as possible to discuss options.
9. Mayoral Approval and Closings. After Staff approval, all transactions are contingent upon approval by the LAND Bank Committee and the Mayor. The City further reserves the right to require a review of the purchase by other departments or other committee established by the Department of Housing & Neighborhoods. Closings are held at City Offices. The Land Bank will only accept a bank check or other type of payment with guaranteed funds such as a cashier's check, check from a title company escrow account, or money order. A title policy is not purchased by the City; the Buyer may arrange a title policy through a title company of their choosing.
10. Lead Warning Statement. The Applicant can conduct a risk assessment or inspection for the presence of lead-based paint hazard. Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspection in the seller's possession and notifies the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.
11. All property sold "as-is". Buyer agrees to accept title to the property in its "as is" condition, without any warranties or representations by the City including, without limitation, the property's suitability; habitability; fitness of buyer's intended purposes of the property; environmental site conditions; zoning; adequacy of utility services; warranties of merchantability; or defects in the property's title. Buyer agrees to hold harmless and release the City for all conditions known or unknown to the property.
12. Indemnification. Buyer agrees to indemnify, protect, hold harmless, defend, and release the City from any claims, losses, damages, costs, or expenses including, without limitation, all reasonable attorneys' fees asserted against, incurred, or suffered by the City resulting from any contract breaches, personal injuries, or property damages occurring in, on, about, or related to the property resulting from any causes, except resulting from the acts or omissions of the City or the City's agents, employees, or contractors. Nothing in this article restricts City's rights and remedies available at law or in equity.

Our staff is available to assist with this application. Should you have any questions, please do not hesitate to contact Laurel McGee at 419-221-5147 or via email at laurel.mcgee@cityhall.lima.oh.us, or by mail at Lima LAND Bank Program, Lima Municipal Building, 50 Town Square, Lima, Ohio 45801.