

Grand Rapids Property Application

Thank you for your interest in property owned by the Grand Rapids Land Bank Authority (GRLBA). The mission of the GRLBA is to create positive economic outcomes in the City by acting as a conduit to ensure quality land management of vacant, abandoned, foreclosed, blighted or otherwise unproductive real property to support best and highest uses in cooperation with private organizations and individuals.

Instructions:

1. Submit the following on the GRLBA property website:
 - Completed Property Application.
 - Proof of paid summer and winter property taxes for all property in Michigan owned by the applicant and co-applicant.
 - Narrative documenting level of experience or capability indicating the ability to successfully complete the proposed project, or support from an organization that will assist in the completion of the proposed project.
 - Current photos of the GRLBA property acknowledging all GRLBA property is sold "as-is".
 - A complete proposed plan for the GRLBA property including a detailed budget.
 - Notarized Affidavit of Identity.
2. Additional supporting documents are required if the application is from any entity other than an individual. Please read ***"INFORMATION REQUIRED TO COMPLETE MY APPLICATION"***.
3. If a co-applicant's name will appear on the Quit Claim Deed, both parties must sign the application.
4. Upon receipt of a completed application and all required documentation, the GRLBA will complete its review and notify the applicant whether the application is approved or declined. The GRLBA may approve or decline application in its sole discretion for any reason or no reason.
5. If an application is approved, the GRLBA will send the applicant an acceptance letter, invoice for payment, and forms to process the deed and property transfer.
6. Once the GRLBA has received payment and all required documents, a Quit Claim Deed conveying the property to the applicant will be executed and sent to the Kent County Register of Deeds for recording on the applicant's behalf. The GRLBA will mail the applicant the recorded Quit Claim Deed upon receipt from the county.

*The GRLBA reserves the right to remove any property from its for-sale inventory at any time.

The GRLBA will not consider incomplete applications. Please fill out this application completely and include the additional supporting documentation.

Thank you for your interest in Grand Rapids Land Bank Authority property. This application is an offer to purchase property owned by the Grand Rapids Land Bank Authority (GRLBA). If the applicant's offer is approved, a \$130 processing fee will be assessed for each parcel to be conveyed.

If you have any further questions, feel free to contact us at (616) 456-3431.

Applicant Information

Applicant Type: Person
 Organization

First Name:*

Last Name:*

Email:*

Telephone:*

Applicants Relationship (?):

Each applicant will be required to establish proof of identity before a notary official and provide a notarized affidavit of identity. Upload the affidavit here. Do not provide copies of personal ID via this upload form.

Identity:

Primary Applicant Address

Address:*

City:*

State:*

Postal Code:*

Co-Applicant Information

Co-Applicant Type: Person
 Organization

Primary Applicant Address

Address:*

City:*

State:*

Postal Code:*

Co-Applicant Information

Co-Applicant Type: Person
 Organization

Primary Applicant Address

Address:*

City:*

State:*

Postal Code:*

Co-Applicant Information

Co-Applicant Type: Person Organization

Primary Applicant Address

Address:*

City:*

State:*

Postal Code:*

Co-Applicant Information

Co-Applicant Type: Person Organization

Primary Applicant Address

Address:*

City:*

State:*

Postal Code:*

Co-Applicant Information

Co-Applicant Type: Person Organization

Primary Applicant Address

Address:*

City:*

State:*

Postal Code:*

Contact Information

Same as above: Yes

First Name:

Last Name:

Email:

Telephone:

Selected Properties

<input type="checkbox"/>	Parcel No	Addresses	City	Postal Code	Inventory Type
No records found.					

▲ Planning Qualification

Have you met with Planning regarding your site plan/building design?

Applicant met with Planning?:

Experience and Other Property Owned

How many years of experience do you have completing projects similar to the one you are proposing to complete?

Yrs Experience:

Please briefly summarize your experience completing projects similar to the one proposed within the last 5 years. If this application does not involve any rehab or construction, enter N/A.

Experience:

Please attach via upload a document listing any project(s) you have completed in the last five (5) years that are similar to the one proposed or which otherwise demonstrate your experience to complete the proposed project. In your document, please include in a table format:

- Complete street address
- Year Project Was Completed
- A general description of the project, for example "completed a new construction of a 1200 SF single family home
- Whether the project was completed on time and within its project budget.

Proof Experience:

Do you or any co-Applicant own any real property in your name or in the name of any other person or entity? If yes, please upload a list of property owned.

Other Property?:

Other Property Owned Upload:

About Your Proposed Project Plan

In this section, we would like to know more about your proposed project development plan. Please provide as much information as you can. If you are unable to provide answers to certain questions at this time, you may save your application in draft form and return to complete it later. If you submit an incomplete application, GRLBA will require you to return and complete it later.

Did Applicant visit and inspect the property from the exterior? If yes, please enter the most recent date you visited the property. If no, please note whether you plan to visit the property. You can enter the date of your visit later.

Date Visited:

Plan to Visit?:

Please provide a detailed description of how you plan to rehab or develop this property. Include in your description a detailed summary, a timeline with key anticipated deliverables. Please also include any contingencies that may affect your ability to complete the proposed project within 1 year.

Project Description:

Please provide a brief summary of how this project will be funded. If you are using multiple sources of funds, please including in your Project Budget upload a clear explanation of the source and amount of each funding source, its status, and any terms, conditions, or contingencies that will impact your ability to close on a transaction or complete the project in the time required.

Project Financing:

Proof of Financing:

Project Budget Estimate:

What are your plans after the property is completed?:

Please expand on your Post Build Plans:

Affordability (If Applicable):

Has his budget been completed within not more than 90 days from the date of this application?

Budget < 3 Months:

Did applicant use a licensed contractor to prepare this project budget?

Contractor Budget:

Contractor Name:

Contractor License Number:

Does Applicant understand, agree and attest the applicant can and will provide proof that all funds for this project are in hand or can be secured within not more than 30 days following acceptance of an offer to sell from GRLBA? Proof of funds may include, but are not limited to, a preapproval letter from a bank or financial institution outlining the terms and conditions of a loan, bank statements from the most recent three (3) months, an award letter for public funding. If the applicant intends to use a gift of funds, applicant will be required to provide proof in the form of a notarized donor letter that funds are being gifted with no expectation or obligation to repay.

Attest-Funds:

Please note any projects involving rehab or new construction must be reviewed and approved by the Grand Rapids Planning Department. Your application will need Site Plans and Architectural Plans. All plans must conform with all standards of the City of Grand Rapids Zoning Ordinance and your project costs should reflect a true and accurate estimate of the actual costs to construct the improvements described in your project plan.

▲ Attest and Accept Statements

This section asks the Applicant to attest they understand, accept and agree to abide by the specific policies of the GRLBA. Please review each statement and then reply that applicant and any co-applicant will or will not abide by the policy by selecting Yes or No, as appropriate.

I HEREBY CERTIFY THAT:

1. I am not in default of property taxes payable to any governmental taxing unit. I understand that the GRLBA may verify my tax status.

All Taxes Paid:

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

All Materials Complete:

3. I will maintain the property in accordance with all land use, zoning and property maintenance laws and ordinances.

Resp to Maintain:

4. I will pay all costs, fees, liens, taxes, and assessments associated with the property, the closing of this transaction and any future related transactional costs.

Closing Costs Resp:

5. I agree that the GRLBA may decline my offer to acquire this property for any reason and at any time.

GR Right to Decline:

6. I agree that if my offer is approved, I will return the purchase price and any required documents within 14 days from the date I receive the acceptance letter, or the GRLBA may revoke its approval.

14 Day Response:

7. I agree that the GRLBA may remove any property at any time from its for-sale inventory.

GR Right to Withdraw Prop:

I certify that I have read, understand and agree to be bound by all terms of this entire application, including the additional terms on the next page. I further certify that all of the statements set forth in this application are complete and true.

True and Complete:

▲ Signature

Additional Terms

The City of Grand Rapids, its departments, the Grand Rapids Land Bank Authority (GRLBA), 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 GRLBA. 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 any property.

The City of Grand Rapids, its departments, the Grand Rapids Land Bank Authority (GRLBA), 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 property conveyed by the GRLBA. All properties are sold "as is." The City of Grand Rapids, its departments, the Grand Rapids Land Bank Authority (GRLBA), officers, employees, contractors, and agents, make no warranty or representation as to the environmental condition of any of the properties or any of the structures or improvements located on any property. The applicant assumes all responsibility to investigate, and if necessary remediate, the environmental condition of any property. The applicant is encouraged to obtain technical advice in order to investigate, and if necessary remediate, the environmental condition of any property.

The City of Grand Rapids, its departments, the Grand Rapids Land Bank Authority (GRLBA), officers, employees, contractors, and agents, make no warranty or representation as to the physical condition of any property or any structures or improvements located on any property conveyed by the GRLBA. The applicant assumes all responsibility to investigate, and if necessary repair the physical condition of any property or of any structures or improvements located on any property. The applicant is encouraged to obtain technical advice in order to investigate, and if necessary repair, the physical condition of any property or of any structures or improvements located on any property.

The City of Grand Rapids, its departments, the Grand Rapids Land Bank Authority (GRLBA), officers, employees, contractors, and agents comply with the Elliott-Larson Civil Rights Act, 1976 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, sexual orientation, national origin, age, gender identity, gender, 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 and fees associated with this transaction, as determined by the GRLBA.

The GRLBA may require, as a condition of the approval of any offer, that the purchaser and GRLBA enter into a purchase, development, or similar agreement to consummate the transaction.

The purchaser will receive a Quit Claim Deed from the GRLBA. The property will be conveyed, "as is", with no title insurance subject to easements, encumbrances, and restrictions. **The purchaser will assume responsibility for the property upon the recording of the Quit Claim Deed and may incur delinquent tax and/or water liabilities.** The Quit Claim 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). I understand that the property may have substantial physical, environmental, and legal (title) defects. I understand that I am assuming the risk for any defects in or liens on the property. No one from or on behalf of the City of Grand Rapids, its departments, the Grand Rapids Land Bank Authority (GRLBA), officers, employees, contractors, and agents has made any statements, promises, representations, or warranties, expressed or implied, as to the condition of the property or title to the property. I acknowledge that I am proceeding at my own risk. I hereby release, waive, discharge, and covenant to hold harmless the City of Grand Rapids, its departments, the Grand Rapids Land Bank Authority (GRLBA), officers, employees, contractors, and agents, from all liability regarding the condition of the property, whether environmental, physical, legal (title), or otherwise.

I certify that I have read, understand, and agree to be bound by all terms of this entire application. I further certify that all of the statements set forth in this application are complete and true.

Signature:*

Co-Applicant Signature:

If your application is approved, the GRLBA will send the primary applicant an acceptance letter, invoice for payment, and forms to allow GRLBA to process the deed and property transfer. Communications about the status of your application or requests for more information may come from this online portal. Please use the login account you created to check the status and add epnotifications@epropertyplus.com to your approved email senders list.