



APPLICANT CONTACT INFORMATION:

NAME OF APPLICANT: _____

BUSINESS OR ENTITY NAME KEY CONTACT: _____

MAILING ADDRESS: _____

DAYTIME PHONE: _____ ALTERNATE PHONE: _____

EMAIL ADDRESS: _____

PROPERTY INFORMATION

PROPERTY ADDRESS: _____

PROPERTY PARCEL #: _____

PROPERTY DESCRIPTION: (CIRCLE ONE):

VACANT LOT- VACANT SIDE LOT- VACANT RESIDENTIAL STRUCTURE-
VACANT COMMERCIAL- TENANT OCCUPIED RESIDENTIAL STRUCTURE

PURPOSE OF PROPERTY: (CIRCLE ONE):

SIDE LOT- OCCUPY- RENT- DEVELOP FOR RESIDENTIAL USE-
DEVELOP FOR COMMERCIAL/INDUSTRIAL USE- REHABILITATE

APPLICANT ELIGIBILITY

The Applicant asserts that the properties owned by the Applicant are not tax delinquent, subject to tax or mortgage foreclosure, subject to unpaid assessments or utility delinquencies, or subject to code violations. **Applicant initials.** _____

The Applicant asserts capacity and dedication to completing the project anticipated for the property sought to be acquired from the Albany Dougherty Land Bank.

Applicant Initials. _____

Proof of income: Income: Source: _____
_____ monthly _____ annually



INTENDED USE OF PROPERTY

Provide a brief description of your intended use and/or development of the property. Include an explanation of what public benefit your proposed development will bring to Albany/Dougherty County. (You may include additional pages if needed.):

Provide a timeline for completion of your proposed project:

Provide the following documents and materials if applicable: (initial line appropriate)

_____ : **SIDE LOT:** Where the property is intended as a side lot use, please provide proof of ownership to the adjoining property (Deed, Tax Assessor’s Property Card, etc..).

_____ : **Non-Profit Status:** Where applicant is a non-profit corporation, please provide proof of 501C (3), EIN, and Letter of Incorporation.

_____ : **Development Documentation:** Where applicant proposes to develop housing or commercial project(s). Please provide documentation of community support and portfolio comparable projects, detailed financing information, development descriptions, site plans, elevations, renderings, etc., as applicable.

Applicant understands that the Albany Dougherty Land Bank will dispose of all properties in accordance with the Albany Dougherty Land Bank’s Policies and Procedures as determined by the Board of Directors and in consideration of the highest and best use of the property for the residents of Albany, Dougherty County.

Signature: I have read and understand the information provided above.

_____ Date: _____

Applicant Signature:



For In Rem Acquisitions: Signature (Required)

Applicant acknowledges that the property is currently not in the name of the Albany/Dougherty County Land Bank and that an In Rem Tax Foreclosure must be initiated in order to bring the property to a tax sale where the Land Bank can bid to acquire the property. If the application is approved, the Applicant agrees to pay Three Thousand Dollars (\$3,000.00) for the legal fees associated with conducting an In Rem Tax Foreclosure on the property.

The Land Bank will hold the amount in escrow until the property is successfully bid on. If the Land Bank is the successful bidder, it acquires the property after the 60-day right of redemption period, abates the delinquent taxes, and conveys the property to the Applicant at an agreed-upon acquisition cost.

In the event that the Land Bank is not the successful bidder and is unable to acquire the subject property, the three thousand dollars (\$3,000) will be returned to the applicant.

I have read and understand the information provided above.

Signature of Applicant: _____

Print: _____

Date: _____

These requirements MUST BE MET to acquire properties through the Land Bank:

- The property must be located in Albany-Dougherty County
- The property must be tax delinquent for at least 12 months (In Rem Foreclosure acquisition)
- The property requested is vacant of owner occupancy. (Tenant Occupied exception)
- The Applicant has no fines or delinquent taxes owed to the local government
- All properties owned by the Applicant are in good standing and have no violations of city code or open property maintenance cases with Albany/Dougherty County Code Enforcement Division.



Non-refundable Application Processing Fee: Signature (Required)

A processing fee of \$35 per parcel is due upon staff approval of the application, but prior to the submittal to the Board of Directors for final approval. The fee is non-refundable and is in addition to the purchase price. Checks or money orders should be made payable to the Albany/Dougherty County Land Bank.

I hereby authorize the Albany/Dougherty County Land Bank to obtain any credit, criminal, or other information necessary to

1) Determine my ability, or the ability of the party that I represent, to complete the proposed project.

2) Verify the information supplied in this application.

All information that I have provided is accurate to the best of my knowledge and will remain confidential

Signature of Applicant: _____

Date: _____

ATTACHMENTS

FOR NEW CONSTRUCTION AND RENOVATION OF A STRUCTURE(S):

The following information must be attached to this document before your application is processed. The application will not be considered complete until it is submitted with all attachments.

About the project:

- A description of the project (no more than one page in length)
- A detailed breakdown of the project costs
- A marketing plan (a plan on how to sell the completed unit(s), if applicable Also for Renovation ...
- Rehab specifications (including any information on energy efficiencies or green construction practices)
- A sample rehab specifications template is attached. Please use this template or one similar
- Building elevations & construction drawings
- A site plan, including at a minimum:



- Building footprint (how the building will be positioned on the lot)
- Accessory buildings and their placement
- Landscaping

Experience: Include specific documentation of two prior projects, including descriptions of projects, before and after photos, development costs, market values, addresses, and any additional information that would assist our staff in determining the Applicant's ability to complete the proposed project.

Financing: Documentation is required to verify the funding necessary to purchase and to complete the renovation of new construction. This typically includes:

- Letters from all banks or other lending institutions approving any financing proposed for the project. The letters should include the amount, term, and all requirements of the financing, and state that the financing can be used for the proposed project. The amount of financing must be equal to or exceed the amount contained in the development project costs.
- Personal or business bank statements and a letter from the applicant, if the applicant proposes to use existing cash. The amount of the statements must equal or exceed the amount contained in the development project costs.
- Specific information on any other proposed source of project funding.

Please read the following, initial and date that you have read and understand the information: _____ **Initials** **Date:** _____

- An application will not be approved unless the applicant has sufficient funds to purchase the property and to perform all proposed improvements. Evidence of funding is required. The Land Bank will only accept a bank check or other type of payment with guaranteed funds, such as a cashier's check, certified check from a title company escrow account, or money order.
- The Land Bank reserves the right to condition the sale on the buyer's acceptance of deed restrictions and/or other agreements. The Land Bank reserves the right to accept or reject all land-use/development proposals and purchase offers.
- The Land Bank Board of Directors must authorize all transactions.
- The potential property owner must obtain the necessary building permits and meet zoning requirements established for the proposed property for which they plan to develop.
- Lead Warning Statement: 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 a 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 inspections in the seller's possession and notify 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.

"Renovate Right" <http://www.epa.gov/lead/pubs/renovaterightbrochure.pdf>

"Protect Your Family" <http://www.epa.gov/lead/pubs/leadpdf.pdf>

- Buyer agrees to accept title "as is", without any warranties or representations by the Land Bank, including, without limitation, the property's suitability; habitability; fitness of the 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 Land Bank for all conditions known and unknown to the property.
- Buyer agrees to indemnify, protect, hold harmless, defend, and release the Land Bank from any claims, losses, damages, costs, or expenses including, without limitation, all reasonable attorney's fees asserted against, incurred, or suffered by the Land Bank 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 Land Bank or its agents, employees, or contractors. Nothing in this article restricts the Land Bank's rights and remedies available at law or in equity.

Applicant Purchase Offer:

Applicant Name: _____

Property Application Location: _____

Parcel Number: _____

The applicant offers the amount of \$ _____ for the purchase of property described above.

**ALBANY DOUGHERTY LAND BANK
240 PINE AVENUE-SUITE 300
ALBANY, GA, 31701**



**2026
PROPERTY APPLICATION**

Land Bank Staff:

Date Application Received: _____

Receipt Number of Application Fee: _____ (non-refundable fee)

Receipt Number of In Rem Acquisition: _____ (reimbursable fee)

Signature: _____ Title: _____

Application Accepted by Land Bank Board of Directors: _____ Yes _____ No

Date: _____