



Hamilton County Landbank Property Acquisition Application Residential Side Lot Program

Basic Disposition Requirements:

- A. The applicant must own and occupy the structure immediately next to the property being applied for.
- B. The property must be vacant land or property slated for demolition.
- C. If the property is in an area with a city or county-recognized neighborhood-based development partner, the Landbank may seek input from the partner, and their opinion may carry weight in the Landbank's decision-making process.

Applicant Eligibility:

An applicant must satisfy each of the following requirements. If the Applicant is an entity, then "Applicant" shall include the entity and any individual that is a principal or majority shareholder of the entity.

Upon submittal of a complete application, the Applicant will be screened for the following:

- A. The Applicant does not own any real property with outstanding orders for the violation of state and/or local property codes.
- B. The Applicant does not have a history of owning real property in a chronic nuisance state, except if such state may be attributed solely to a prior owner.
- C. The Applicant has not been the subject of criminal/civil prosecution for property maintenance code infractions within the last five years.
- D. The Applicant does not own real property that is in a tax delinquent status.
- E. The Applicant was not the owner of real property on which any foreclosure filing has commenced within the last five years.
- F. The Applicant must be in compliance with all obligations on current or past Landbank and Port (including managed entities) projects.
- G. The Applicant is a resident of Hamilton County or, alternatively, the Applicant has designated a local agent authorized to accept service of process on behalf of the Applicant.
- H. If the Applicant is an entity, then the entity is properly registered and in good standing with the State of Ohio.



General Terms of Sale:

- A. All dispositions are subject to review and approval by Port of Greater Cincinnati Development Authority in its role as management agency of the Landbank.
- B. Purchase Price: This will be based on the price listed on the Landbank’s website for each property. These prices are developed using market research, the Landbank’s total investment made to date, and an analysis of each property’s viability for redevelopment. The Landbank may, at its sole discretion, adjust the final sale price depending on factors including documented financial need, proposed use, location, community benefit, demand, surrounding property values, condition of the property, and proposed project timeline.
- C. Redevelopment Terms: All purchasers are required to incorporate the vacant lot into the purchaser’s adjacent property. This may include, but is not limited to, installing a fence, landscaping the property, or seeding a lawn.
- D. After the transaction, purchasers may not sell the vacant lot separately from the adjoining property.
- E. Maintenance: The purchaser must maintain the property in a state free of code violations during and after the redevelopment.
- F. Property Taxes: The purchaser must agree to pay all property taxes that become due after the transfer in a timely manner.
- G. The purchaser must keep the lot for a required minimum of 5 years.
- H. The purchaser agrees to accept the property *as is* in its condition at the time of sale.
- I. All properties are transferred using a **quit-claim deed**.

A. APPLICANT INFORMATION

1. Applicant Name: _____

Contact person, if applicant is a company or non-profit: _____

Applicant Address: _____

E-mail: _____

Phone: _____

2. Which property are you applying for?

Address: _____

Parcel ID: _____

3. If your application is approved, what name(s) do you want on the deed? Any dispositions to entities will require a personal guarantee. _____

4. Do you plan on using a buyer representative/broker in this transaction? ___ Yes ___ No



5. Please list the address and/or parcel numbers of all property in Hamilton County that the Applicant currently owns or has owned in the last three years:

Address	Parcel ID

B. SIDE LOT PROGRAM

1. Tell us about how you would like to incorporate this vacant lot into your existing property:

2. *If your application is approved, would you like the Landbank to manage the consolidation of your primary parcel and this side lot parcel into one? (Costs related to survey/consolidation plat would be in addition to your purchase price, approximately \$2,000)*

- Yes
- No
- I do not know/I need more information



The above policies are designed to provide guidance and structure to the HCLRC’s acquisition and disposition of properties. Some of the policies set forth may be waived or modified when there are mitigating factors and when other protections can be put in place to ensure that a property acquisition or disposition will further the mission of the HCLRC.

The undersigned agrees to the required terms of this application and attests that this application is submitted with proper authority and the information contained herein is true, accurate, and complete.

Applicant:

Print or Type Name

Date

Signature

Submission:

Please send completed applications to the HCLRC at applications@cincinnatiport.org OR via mail to:

*Hamilton County Land Reutilization Corporation, Attn: Applications
3 East 4th Street, Suite 300, Cincinnati, OH 45202*

Additional Resources and Information Available at:

<https://www.hamiltoncountylandbank.org/how-we-help/resources/>