



# Improved Property Purchaser Application

For consideration to purchase a property owned by the Trumbull County Land Reutilization Corporation (TCLRC) complete this pre-application and return it to the Trumbull Neighborhood Partnership (TNP) Office. Application will **not** be processed if not completed in its entirety. Please review and read the **Improve Property Program Information**, available on the Land Bank's website, at [www.trumbullcountylandbank.org](http://www.trumbullcountylandbank.org). Call TNP with any questions you may have prior to submitting this application.

## Contact Information

Name of applicant: \_\_\_\_\_  
Name of corporation/business: (if applicable) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Daytime Phone #: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

How did you hear about the Land Bank? *Internet Social Media News Word of Mouth Sign in Yard Other*

## Property Information

Parcel ID # \_\_\_\_\_  
Property Address \_\_\_\_\_  
Additional Adjoining Parcel IDs # \_\_\_\_\_

## Planned Use of Property

Occupy                      Sell                      Rent                      Land Contract                      Demo                      Other

If you checked "other" please briefly explain: \_\_\_\_\_

## Project Financing

Please attach an explanation of how the purchased property and property renovations will be financed (Letter from Lender, Bank Statement, Line of Credit, etc.). The financing documentation **must** be in the applicant's name.

Amount of Offer: \$ \_\_\_\_\_

Estimated Cost of Renovation: \$ \_\_\_\_\_

### Checklist fo Application Packet:

- \_\_\_ 1. Completed Property Purchaser Pre-Application
- \_\_\_ 2. Completed work plan including estimated rehab costs and timeline
- \_\_\_ 3. Proof of financing for the purchase price, rehab costs, and 20% contingency
- \_\_\_ 4. Review and sign Terms & Conditions



**I understand that TNP staff will review my pre-application for property purchase, and contact me if any additional information is required.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please allow at least **14 business days** for your application to be processed. This form is a statement of interest only, meaning there is no guarantee that TCLRC will transfer selected property. Please include a copy of your photo I.D. with application.

**You may forward your information via email to:**

[korey@tnpwarren.org](mailto:korey@tnpwarren.org)

**If you need assistance filling out the application please call: (330) 469-6828**

# Terms & Conditions

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- The applicant must be current on all property taxes and have no current housing or zoning code violations.
- The applicant must be able to maintain the property in accordance with all local building, housing, and zoning codes.
- Once the property is available for purchase, the purchaser must fill out a Property Purchaser Pre-Application.
- If the Property Purchaser Pre-Application is approved, the applicant must meet with a representative of Trumbull Neighborhood Partnership (TNP) to go over the inspection that was completed on the property.
- Purchase Agreement must be signed within 3 business days from notification of an accepted application, unless otherwise specified by a TNP representative.
- Purchasers must provide documentation that shows that they have the ability to finance the cost of acquisition and renovations.
- The TCLRC holds the right to request reference at their discretion. If requested references must be provided within 5 business days of the request.
- All properties are sold in an “AS IS” and “WHERE IS” condition with no warranty or representations by Trumbull Neighborhood Partnership and/or the Trumbull County Land Reutilization Corporation. Purchasers must carefully inspect the properties.
  - TCLRC does not test the chemical composition of the water supply in any home. In many older homes, tap water plumbing may contain elements of lead, and water supplies in these homes may also contain lead. Because the Land Bank has not tested this home for the presence or absence of lead or any other contaminants, it makes no claim about such presence or absence. Buyers are responsible for the quality of water in the home and all tests, remediations, or repairs are to be taken on by the buyer at the buyer's expense.
  - TCLRC does not test or inspect septic or well systems. However, as part of any Purchase Agreement between a buyer and the Land Bank for a home that treats waste water by septic system, you will be required to ensure the septic system operates in full compliance with State of Ohio and local regulations. Please be aware that for many homes running on septic systems, after a short period of disuse, failure

of some or all parts of the system is possible. It is the buyers responsibility for any cost of repair, replacement, inspections, and/or permits of the septic system as part of any Purchase Agreement you may enter into with the Land Bank

- The applicant is required to submit a work plan that should include an identified scope of work with cost estimates for labor and materials, a project timeline, and proof of available financing.
- Purchasers agree to rehabilitate the property, at a minimum, according to the assessment report provided by the Trumbull County Land Reutilization Corporation. The assessment report only provides general renovation specifications and should not be the sole source from which Purchasers develop a work plan. Additionally, TCLRC reserves the right to require renovation work, in addition to that identified in the assessment report.
- The property must meet local building code requirements at the completion of the rehabilitation project. The assessment report **DOES NOT** address local building code requirements; this must be coordinated by the purchaser with the local building department.
- The purchaser is responsible for coordination with the appropriate building department for the jurisdiction the property is located in. This includes permits, completing rehab work, and inspection sign offs. The purchaser is responsible for providing copies of permits and sign offs to TNP. The purchaser must also provide TNP a copy of the Certificate of Occupancy upon completion of work.
- Properties with septic systems must meet approval of the Trumbull County Health Department specifications and follow all regulations and timelines set forth by the department.
- All costs associated with labor, material, supplies, etc. are the sole financial responsibility of the purchaser.
- The purchaser is responsible for turning on, maintaining, and paying for all utilities used at the property after the purchase agreement is signed.
- All projects are subject to a minimum of three inspections. The first at the halfway point of the project, the second a maximum of 30 days before the close of the project, and a final inspection after the property has a certificate of occupancy and building department inspection sign offs.
- The TCLRC may conduct additional inspections of the property as needed with a 24 hour notice to the purchaser.

- The purchaser must immediately obtain adequate hazard and liability insurance. Absolutely NO work may commence until the property insurance is in effect. TCLRC shall be the named insured until the deed has been transferred. The insurance must be maintained for the duration of the purchase agreement terms.
- The TCLRC highly recommends the purchaser obtains adequate insurance to protect their investments in the property.

**By Signing Below, I agree that I have read and accept the Terms and Conditions, as stated above**

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Applicant

Date

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Applicant

Date

Bidder Name		Total Rehab Amount			
Property Address		Projected Rehab Completion Date			
Parcel ID Number					
<b>In addition to entering the source of a cost estimate, please attach copies of all estimates.</b>					
Location		Repair	Source of Cost Estimate	Estimate	Timeline
EXTERIOR					
<i>Example</i>		<i>Roof Replacement</i>	<i>ABC Roofing</i>	<i>\$6,850.00</i>	<i>90 days</i>
		<i>Gutters</i>	<i>ABC Roofing</i>	<i>price included with roof replacement</i>	<i>90 days</i>
		<i>replace 1 window</i>	<i>Lowe's (will install myself)</i>	<i>\$149.00</i>	<i>30 days</i>
Roof	Main				
	Porch				
Chimney(ies)					
Guttering					
Siding					
Evidence of Insulation (walls)					
Garage	Roof				
	Windows				
	Doors				
	Siding				
Shed	Roof				
	Windows				
	Doors				
	Siding				
Landscaping	Vegetation				
	Tree(s)				
	Grading				

INTERIOR					
<b>General</b>	Debris Removed				
	Water Damage				
<b>Basement</b>	Foundation Walls				
	Windows				
	Floor				
	Utility fixtures				
<b>Electrical</b>	Service				
	Fixtures				
	Visible wiring				
<b>HVAC</b>	Water Heater 1				
	Water Heater 2				
	Furnace 1				
	Furnace 2				
	Cooling				
<b>Plumbing</b>	General				
	Water supply				
<b>Dining Room</b>	Walls				
	Ceiling				
	Windows				
	Floor				
	Built in woodwork				
	Mantle/Other				
<b>Living Room</b>	Walls				
	Ceiling				
	Windows				
	Floor				
	Built in woodwork				
	Mantle/Other				

**INTERIOR (continued)**

<b>Hall</b>	Walls				
	Ceiling				
	Windows				
	Floor				
	Built in woodwork				
	Mantle/Other				
<b>1st Bathroom</b>	Walls				
	Ceiling				
	Windows				
	Floor				
	Fixtures				
<b>2nd Bathroom</b>	Walls				
	Ceiling				
	Windows				
	Floor				
	Fixtures				
<b>Kitchen</b>	Walls				
	Ceiling				
	Windows				
	Floor				
	Cabinets				
	Sink				
	Countertop				
	Plumbing Fixtures				
	Gas/Other Fixtures				

INTERIOR (continued)

<b>Bedroom 1</b>	Walls				
	Ceiling				
	Doors				
	Windows				
	Closet				
	Floor				
<b>Bedroom 2</b>	Walls				
	Ceiling				
	Doors				
	Windows				
	Closet				
	Floor				
<b>Bedroom 3</b>	Walls				
	Ceiling				
	Doors				
	Windows				
	Closet				
	Floor				
<b>Bedroom 4</b>	Walls				
	Ceiling				
	Doors				
	Windows				
	Closet				
	Floor				



