



Benzie County Land Bank Authority (BCLBA)

Residential Property Interest Application - For Property With or Without a Structure

Please complete a separate application for each parcel.

To purchase a BCLBA owned residential property AS IS, with or without a structure that is zoned residential or will be used for residential purposes, complete this form and return it to the *Benzie County Land Bank Authority*. Please review our Priorities, Policies, and Procedures before completing this application.

Application will NOT be processed if not completed in its entirety.

Contact Information

Name of Applicant: _____

Mailing Address: _____

City, State, Zip: _____

Daytime Phone #: _____

Alternate Phone #: _____

Property Information

Email Address (optional): _____

BCLBA property address and parcel ID #: _____

Property Without a Structure
(For Side Lot Applicants: *see back of application*)

Property With a Structure

Purchase offer amount (if applicable): _____

Proposed Property Reuse/Improvements

Property will be occupied by:

Owner

Family Member

Other

Description of planned improvements/renovation (*Please attach separate sheet if necessary*):

Note: The Benzie County Land Bank Authority may place a lien on the property or enter into a development agreement with the purchaser to guarantee that the proposed renovations/improvements are completed to BCLBA standards.

You will be given a quit claim deed with purchase. If desired, title insurance is the responsibility of the purchaser. All property is sold AS IS.

To the best of my knowledge, the information provided in this application is true and in compliance with BCLBA Policies and Procedures that the BCLBA staff will review this request and confirm that it is in compliance with these Policies and Procedures, as well as existing BCLBA and neighborhood plans. I also understand that this form is a statement of interest only. Receiving it does not commit the BCLBA to transfer property.

Signature of Applicant: _____

Date: _____

Please submit this completed application to the Benzie County Land Bank Authority, 448 Court Place, Beulah, Michigan 49617 Phone: 231-882-0011 Fax: 231-882-4844 email: mthompson@benzieco.gov
Please allow at least 30 days for your application to be processed.

Steps to the Sales Process

Locate Property of Interest

- ✓ Come down to the Benzie County Treasurer's office located at 448 Court Place, Beulah, MI 49617 to purchase a printout of all properties with structures currently available.
- ✓ For your convenience, maps of BCLBA vacant land currently available are also accessible at our office.

Applications

- ✓ For property with or without a structure, complete a Residential Land Transfer Application. Complete one application for every parcel you are requesting.
- ✓ Submit the completed application to Benzie County Treasurer's office. It will not be processed if not entirely completed.

Application Review

- ✓ The application is reviewed within 30 days from the day that it was submitted.
- ✓ If the property is owned by the Land Bank, a sales team member will complete a sales checklist to verify that the property is currently available for sale.
- ✓ A sales team member will contact the applicant by phone to schedule a showing for properties with a structure, or to discuss the sale of vacant land.
 - Current year foreclosure property inquiries will not be reviewed until the Benzie County Treasurer has deeded the property to the BCLBA.
 - Inquiries on properties with pending demolitions will not be reviewed until demolition has been completed and property has been released for sale.

After the Showing (for property with a structure)

- ✓ Contact a sales team member to place an offer on the property. If there are multiple offers on the same property, a bid must be submitted in writing.
- ✓ The sales manager then reviews the offers. He can either accept an offer, counter-offer, or deny an offer.
- ✓ A sales team member will then contact the applicants to inform them of the sales manager's decision, and to explain any options they may have at that point.
- ✓ Closings must occur within 10 days of acceptance.
- ✓ If for any reason the offer was not accepted, a sales team member will either call or mail a letter with an explanation.

Residential Side Lot Program Rules

Side Lot Description: A property that qualifies for the Land Bank Side Lot Program is vacant unimproved real property, which is physically neighboring the applicant's owner-occupied residential property, with not less than a 75% common boundary line at the side. The property also consists of no more than one lot capable of development.

Side Lot Cost: \$25 minimum

These requirements **MUST BE MET** to purchase properties without a structure through the Land Bank Side Lot Program.:

- The property requested is located within Benzie County.
- The property requested is currently owned by the Benzie County Land Bank Authority.
- The property requested is vacant real property with no structure on the site.
- The property requested is next to the applicant's property with at least a 75% common boundary line at the side.
- The applicant is the owner of and living in the property next to the requested property, and must be claiming PRE.
- The applicant has never received a lot through the Land Bank Side Lot Program. (*Homeowners are eligible to receive one parcel under this program. Additional parcels can be purchased as vacant lots. Priority is given to property that is not large enough for a separate residential or commercial structure.*)

Please describe the plan of use for the requested side lot:

Expansion of yard

Other

