



# Cattaraugus County Land Bank Inc.

## Property Purchaser Application

303 Court Street, Little Valley NY Phone: (716) 938-2320

**Homebuyer**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Indicate type of entity:

- Corporation Incorporated in what state:\_\_\_\_Date incorporated: \_\_\_\_\_  
Authorized to do business in New York State:  Yes  No
- Partnership Indicate type of partnership: \_\_\_\_\_  
Number of general partners:\_\_\_\_\_Number of limited partners: \_\_\_\_\_
- Not-for-Profit Incorporated in which State?:\_\_\_\_\_Date incorporated: \_\_\_\_\_
- Limited Liability Company  
Formed in which State?:\_\_\_\_\_Date formed: \_\_\_\_\_  
Authorized to do business in New York State? :  Yes  No
- Sole Proprietorship  
Name of Sole Proprietor: \_\_\_\_\_
- Individual Person

❖ Not-for-profits and Corporations, attach Articles of Incorporation. LLCs attach Articles of Organization.

	Yes	No
Do you own any other property in Cattaraugus County?		
Do you have a personal or professional relationship with any local property development Corporations, any of its directors or employees		
Are there any judgments against you?		
Have you filed for bankruptcy within the past seven (7) years?		
Are you party to a lawsuit?		
Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, judgment?		
Have you owned property foreclosed upon for tax-delinquency?		
Are you current on all financial obligations to municipalities and County-wide within which you own property (i.e. taxes, water, sewer, user fees, violations, etc.)?		
Is the property you own County-wide free of any and all code violations?		
Are you a Veteran?		

Address of the property you are interested in purchasing: \_\_\_\_\_

This is a: \_\_\_\_\_ (e.g. single-family residence, vacant lot, etc.)

**Development / Management Plan**

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I plan to: (Check all that apply)	<b>Redevelopment</b>	<b>Management</b>
	<input type="checkbox"/> Renovate	<input type="checkbox"/> Occupy this property
	<input type="checkbox"/> Occupy/ Operate As-Is	<input type="checkbox"/> Operate it as rental
	<input type="checkbox"/> Demolish / Deconstruct	<input type="checkbox"/> Redevelop and resale
	<input type="checkbox"/> New Construction	<input type="checkbox"/> Maintain as "side lot"

**Redevelopment Plan:** Attached detailed work specifications and an itemized budget for all work to be completed. If proposing new construction, also include construction documents. Include a brief description of the project, whether the applicant will undertake certain portions of the project or hire contractors, and an estimated timeline for completion. In addition, if necessary, attach proof of financing available to complete the work proposed.

Acceptable forms of proof of financing include:

- Bank statement
- Loan Pre-Approval Letter
- Letter of Credit Grant Award / Funding Commitment Letter

**Management Plan:** If the applicant plans to manage the property as a rental, attach a monthly income and expense budget for the property and a narrative description of your marketing plan, management procedures, standard lease agreement, and anticipated market served.

**Financial Ability /Maintain Property:**

- If the property is to be owner-occupied, provide documentation of current income (W2 or three recent pay stubs) and an entire estimate of anticipated mortgage, taxes, insurance and maintenance costs.
- If property is a residential structure, submit copies of paid receipts of tax, water, sewer and use fees for all property owned County-wide.
- If the property is presently vacant or the submitted redevelopment plan describes a demolition of the structure and reconstruction thereon, the specified structure must be erected on the premises within 12 months.
- If the property is vacant and adjoins an existing structure, the applicant must submit a Redevelopment Plan describing the proposed use of the land; the applicant must submit as well copies of paid receipts of tax, water, sewer and use fees for all property owned County-wide.

**Applicant's(s) Experience / Qualifications:** Unless the purchaser plans to occupy / operate the property in "As-Is" condition, they must attach a narrative description of their experience completing similar development or renovation projects, their qualifications or training to complete the project, and/or their plan to engage qualified individuals to complete the project.

If you plan to occupy the home, have you owned a home before?:     Yes  No

**Attachments**

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Remember to include all applicable attachments (see pg. 2 for further explanation):

- Description of applicant's experience /qualifications to complete the proposed project
- List of other properties owned in Cattaraugus County
- Redevelopment Plan (with itemized budget) and Proof of Financing
- Management Plan ( for rentals) or Evidence of Financial Ability to Maintain the Property (home owner)
- Purchase Contract (offer)
- \$100.00 Deposit
- Articles of Incorporation or Articles of Organization (corporate applicants)
- Copy of Applicant's Photo ID

Signature

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The applicant hereby certifies that the statements contained in this application are truthful and complete and agrees to provide further documentation upon request. Attach a copy of the applicant's photo ID. This application does not guarantee transfer of property. All sales are subject to approval by the Cattaraugus County Land Bank Inc. Board of Directors

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (print)