



**Property Purchase Application**

Please submit completed application to Wayne County Land Bank Director  
16 Williams Street, Lyons, NY 14489

**Purchaser Information**

**Name:** \_\_\_\_\_

**Address 1:** \_\_\_\_\_

**Address 2:** \_\_\_\_\_

**Phone(s):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Indicate type of entity:**

Corporation      State incorporated in: \_\_\_\_\_      Date incorporated: \_\_\_\_\_

Authorized to do business in New York State?    Y / N

Partnership      Type of Partnership? \_\_\_\_\_

Number of general partners: \_\_\_\_\_ Number of limited partners: \_\_\_\_\_

Not-for-Profit      State incorporated in: \_\_\_\_\_      Date incorporated: \_\_\_\_\_

Limited Liability Company

Formed in what state: \_\_\_\_\_      Date Formed: \_\_\_\_\_

Sole Proprietorship

Proprietor: \_\_\_\_\_ Name \_\_\_\_\_ of \_\_\_\_\_ Sole

Individual Person

**\*Not-for-Profits and Corporations, please attach Certificate of Incorporation.**

**\*LLCs, please attach Articles of Organization.**

**Corporate Applicants, list below the identity of all partners or principles with ownership interest. Not-for-Profits, list board members (attach additional pager if necessary):**

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Address:** \_\_\_\_\_

\_\_\_\_\_

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Address:** \_\_\_\_\_

\_\_\_\_\_

**Purchaser (continued)**

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**Do you own any other properties in Wayne County?** Y / N *\*If yes, please attach list.*

**Do you have a personal or professional relationship with  
The Wayne County Land Bank, its Director or any of its  
Board members?**

Y / N

**Are there any outstanding judgments against you?**

Y / N

**Have you filed for bankruptcy in the past 7 years?**

Y / N

**Are you party to a lawsuit?**

Y / N

**Have you directly or indirectly been obligated on any  
loan which resulted in foreclosure, transfer of title in  
lieu of foreclosure, or judgment?**

Y / N

**Have you owned property foreclosed on for tax-delinquency?**

Y / N

**Have you or an immediate family member previously owned  
the property for which you are applying?**

Y / N

*\*If you answered yes to any of these questions, attach an explanation.*

**Property**

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Address(es) of the property you are interested in purchasing:

\_\_\_\_\_

\_\_\_\_\_

**Development/Management Plan**

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	<b>Redevelopment</b>	<b>Management</b>
I plan to:	<input type="checkbox"/> Renovate	<input type="checkbox"/> Occupy this property as my primary residence
<i>(Check all That apply)</i>	<input type="checkbox"/> Occupy/Operate As-Is	<input type="checkbox"/> Occupy this property with my own business
	<input type="checkbox"/> Demolish/Deconstruct	<input type="checkbox"/> Operate this property as a rental
	<input type="checkbox"/> New Construction	<input type="checkbox"/> Redevelop and re-sell

**\*OR**  Merge with currently owned adjacent property

If you plan to occupy the home yourself, have you owned a home before?      Y / N

If you plan to manage as a landlord you must be located in Wayne County or an adjacent county **OR** you must have a local property manager.

Property managers name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Attachments** (see below for descriptions. Remember to include **ALL** that apply.)

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- Description of applicant’s experience/qualifications to complete the proposed project
- List of other properties owned in Wayne County
- Redevelopment Plan
- Proof of Financing for purchase and renovation costs
- Management Plan (for rentals)
- Evidence of Financial Ability to Maintain the Property (home Owner)
- Purchase Contract (offer)
- Deposit (**Amount and type subject to change**)
- Certificate of incorporation **OR** Articles of Organization (corporate applicants)
- Copy of Applicant’s Photo ID
- Home-Buyer Education Course Certificate of Completion (required for first-time buyers)

**Redevelopment Plan:** Attach detailed work specifications and an itemized budget for all the work to be completed. Ensure that these include the Land Bank's minimum energy upgrade standards, if applicable to your project. If proposing new construction, include schematic drawings. 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 attach **proof of financing** available to complete the work proposed. Acceptable forms of proof of Financing include:

Bank Statement      Loan Pre-Qualification 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 description of your marketing plan, management procedures, standard lease agreement and anticipated market served.

**Financial Ability to Maintain Property:** If the property is to be owner-occupied, provide documentation of current income (W2 or three recent pay stubs) and an estimate of anticipated mortgage, taxes, insurance and maintenance costs.

**Applicant's Experience/Qualifications:** Unless the purchaser plans to occupy/operate the property in as-is condition, they must attach a 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.

**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 subject to approval by the Wayne County Land Bank Board of Directors.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

Mail completed form to: WCRLB, Director, 16 William Street, Lyons, NY 14489