



If you are interested in acquiring a vacant property, please complete this application and submit a complete application including all required attachments to:

**Allegheny Vacant Property Recovery Program - Applications
 Redevelopment Authority of Allegheny County
 425 Sixth Avenue, Suite 800
 Pittsburgh, PA 15219**

Forms included as part of this application are:

- 1) Application
- 2) Application Guidelines & Pricing Policy
- 3) Parcels with Existing/Future Structure Policy
- 4) Conflict of Interest Form

SECTION 1: PROPERTY INFORMATION

Address	
Lot/Block #	
Property is	<input type="checkbox"/> Vacant Lot <input type="checkbox"/> Vacant Structure
Approximate Size	<input type="text"/> SF
Assessed value	
Describe the current condition of the property	
Tax Delinquency	Has the property been tax delinquent for at least 2 years? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

SECTION 2: APPLICANT INFORMATION

Name (please print)	
Organization Name (if applicable)	
Address	
Telephone Number	Home: _____ Other: _____
Do you currently own the property abutting the subject property?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check the following that apply: <input type="checkbox"/> Homeowner Occupant <input type="checkbox"/> Business <input type="checkbox"/> Rental Property (residential)
If you own other property in this municipality please list the address(es)	

SECTION 3: REUSE/DEVELOPMENT PLAN

If the parcel you are applying for currently has a structure OR you are proposing to build a structure, See *Parcels with Existing/Future Structures Policy* for an outline of the information to be submitted with your application. If the parcel you are applying for does NOT currently have a structure, please complete the remainder of this section (below).

Describe your proposed reuse of the property:

Estimated Costs to implement the reuse proposed above	\$
Estimated Purchase Price (See Pricing Policy to determine this price)	\$
TOTAL COST	\$

Please describe how you plan to finance the project and enclose proof of financing available: (See *Parcels with Existing/Future Structures Policy* for further information)

I hereby attest the above written information is true and correct to the best of my knowledge. I have received, reviewed and understand the Allegheny Vacant Property Recovery Program’s Application Guidelines & Pricing Policy and Parcels with Existing/Future Structures Policy and agree to abide by these policies. I understand that my application will be considered for participation in the Allegheny Vacant Property Recovery Program, but there is no guarantee of acceptance into the Program, approval of all applications is at the digression of the Redevelopment Authority of Allegheny County.

_____ Date

_____ Signature

_____ Print Name

_____ Date

_____ Signature

_____ Print Name

Enclosures:

_____ Photographs of the exterior of the existing Site (2 minimum)

_____ Completed Conflict of Interest Form

_____ 501 © 3 Status (if applicant is a non-profit organization)

_____ Required information per *Parcels with Existing/Future Structures Policy* (if applicable)

_____ Other: _____

Allegheny Vacant Property Recovery Program
APPLICATION GUIDELINES & PRICING POLICY
 Updated 3/2009

Preliminary applicant qualifications:

- Must be current on Taxes, Water, Sewage and Refuse bills on all properties owned in the Municipality or elsewhere in Allegheny County.
- Must have no outstanding code violations or municipal liens on properties owned in the Municipality or elsewhere in Allegheny County.

Description of costs that all applicants will be responsible for:

Item	Description
1. Good Faith Deposit	Minimum of \$100 or 10% of the appraised value. The Good Faith Deposit is refundable less a \$45 recording fee only if the applicant carries out their project plan within timeframe outlined in the Conditional Agreement letter; otherwise the Good Faith Deposit is non-refundable.
2. Parcel Fee*	a) Appraised Value** : The applicant will be charged 100% of the appraised value for all properties. b) Acquisition Cost : The applicant will pay for all of the Redevelopment Authority's costs to acquire the parcel. On average this cost has historically been \$4,000 per parcel.
3. Closing Costs	The applicant will be responsible for paying closing costs, including recording fee, transfer tax, etc. This cost is on average \$300 per parcel.

NO FUNDS ARE REQUIRED AT THE TIME OF APPLICATION (including the Good Faith Deposit).

**Non-Profit Organizations and Community Organizations will be given a case-by-case consideration on their Parcel fees.*

***Should the Parcel Fee be calculated as less upon receipt of the appraisal, the difference will be refunded to the applicant.*

Timeline/Funding Obligations:

- 1) Upon approval of your application by the Vacant Property Review Committee, the applicant will be sent a Conditional Agreement Letter, and will need to:
 - a. Return the executed Conditional Agreement Letter
 - b. Return the requested Good Faith Deposit Amount
 - c. Return the requested Parcel Fee

Upon receipt of these three items, the process will be started to acquire the parcel that you applied for (which takes approximately 120 days for parcels with no complications). On occasion, parcels may have complex title issues which require additional legal and other work. On these occasions, the applicant will be informed of such additional costs, and will be responsible for 100% of those additional costs (see *Additional Consideration for all applicants* below). Additional time will be required in these cases to acquire the parcel.

Additional Considerations for all applicants:

- The applicant may elect to purchase title insurance, which will be an additional cost (average cost = \$420.00 per parcel).
- In some cases, the cost of parcel acquisition could exceed the standard costs. Should such circumstances arise, the applicant will be given notice of the anticipated additional expenses and will make a decision to continue or stop the acquisition process. Additional expenses can include items related to untangling complex titles, surveys, court proceedings, etc. Should the applicant elect to stop the acquisition process due to unexpected additional costs, the applicant will be refunded all funds paid towards property acquisition to date, less costs incurred.
- Participation by Faith-based Organizations is permitted if the organization can demonstrate that programming is available to the general public that does not proselytize participants.

Allegheny Vacant Property Recovery Program
Parcels with Existing/Future Structure Policy*
Updated 3/2009

To the Applicant: If you are applying to acquire a parcel that has or will have a structure on it, you must provide at minimum the information and documentation listed below with the standard application. See *Application Guidelines & Pricing Policy* for additional information and requirements.

All Applicants:

Responsibilities:

- Applicant is to personally assume all responsibilities associated with demolishing or rehabilitating the existing structure and building a new structure (as applicable), including but not limited to legal responsibilities, financial responsibilities and other necessary responsibilities.

Demonstrated Financial Means: If the applicant is applying for a parcel that contains a structure at the time of application or the applicant is proposing to build a structure, the applicant must furnish evidence of financial means to implement the plans outlined in the application (demolish, rehab, build, etc.). Acceptable evidence of financial means includes, but is not limited to:

- A project budget with sufficient detail describing the activities to be undertaken, and
- A letter of credit/line of credit or designated account statement as evidence of funding available

Experience/Capacity: The applicant must demonstrate that s/he has the capacity to undertake the activities outlined in the application. See Demolition and Rehabilitation/New Construction sections as relevant.

If you will be doing Demolition, you must additionally demonstrate the following:

- The Vacant Property Recovery Program staff evaluates the applicant's capacity to undertake the demolition activities through:
 - Verification that the applicant has sought bids/quotes for the demolition work
 - Evidence of the applicant's financial means for acquisition and demolition (see above)
 - Ability to acquire adequate insurance for the property

If you will be doing Rehabilitation/New Construction, you must additionally demonstrate the following:

- The Vacant Property Recovery Program staff evaluates the applicant's capacity to undertake rehabilitation/construction activities through:
 - Submittal of a rehabilitation/construction plan, which includes but is not limited to a detailed work write-up, specifications, cost estimates/bids and other items as necessary. If the applicant is proposing to build a new structure, schematic plans must be submitted.
 - Evidence of the applicant's financial means (see above) to:
 - Acquire the parcel, undertake the project, and acquire adequate insurance for the property
 - Capacity: The applicant must demonstrate their capacity to undertake the proposed project. This can include but is not limited to:
 - A list of previous housing rehabilitation/construction projects completed (to be made available for inspection upon request)
 - Description of the applicant's role in previous projects completed
 - References
 - Knowledge of local building codes, zoning requirements, housing quality standards, etc.
 - Other relevant information as requested
 - Should the applicant propose to undertake any portion of the work him/herself, the applicant must additionally provide evidence of experience and capacity. Use the list above as a guide to demonstrate/document adequate experience.

* Applies to ALL applicants EXCEPT for agencies who are undertaking affordable housing development who have a proven track-record per ACED Housing Development guidelines.



ALLEGHENY VACANT PROPERTY RECOVERY PROGRAM

3.09

CONFLICT OF INTEREST FORM

All applicants requesting participation in an Allegheny County Economic Development (ACED) or Redevelopment Authority of Allegheny County (RAAC) program are requested to disclose whether they are one or more of the following:

1. An employee or related to employee of Allegheny County; and/or
2. An elected official at the local, county, state or federal level; and/or
3. A person who has a personal financial interest or benefit and/or has decision-making ability that could influence the outcome of any application.

If you fall into one or all of these categories, a formal Conflict of Interest waiver must be obtained from the appropriate party. If the source of funding for your participation in an ACED/RAAC program is the U. S. Department of Housing and Urban Development (HUD), then a formal Conflict of Interest waiver must be submitted to HUD for approval.

APPLICANT INSTRUCTIONS: Please read all of the sections below and complete all sections as applicable to each applicant. More than one section may apply. Please sign the bottom of the form.

<i>Check all boxes that apply</i>			Category
I am*	I am related to*	I am not nor am I related to	
			An Allegheny County Employee
			An Elected Official
			A person who has a personal financial interest or benefit and/or has decision-making ability that could influence the outcome of any application.

* If you checked anything in the “*I am*” and/or the “*I am related to*” Category above, please provide the following information regarding this relation (attach additional pages as necessary):

Name	Title	Organization/Department

I/we acknowledge and agree that any misrepresentation contained in this Conflict of Interest Disclosure may result in the cancellation of my application for acquisition assistance or, if the misrepresentation is discovered after the acquisition assistance has been granted, I/we may be required to repay the entire amount of acquisition assistance upon demand.

Applicant Name (Printed)	Applicant Signature	Date
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Co-Applicant Name (Printed)	Co-Applicant Signature	Date
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Address (Property applied for)	Lot/Block	Municipality
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In addition, the applicant(s) have completed all required Borough Conflict of Interest processes and it has been determined that no Conflict of Interest exists. Copies of such documentation will be made available to ACED/RAAC upon request.

Borough Official Name (Printed)	Borough Official Signature	Date
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