

PROPERTY ACQUISITION APPLICATION SINGLE FAMILY HOME DEVELOPMENT PROGRAM

APPLICANT INFORMATION

1. Applicant Name: _____

Contact person, if applicant is a company or non-profit: _____

Applicant Address: _____

E-mail: _____ Phone: _____

2. Which property or properties are you applying for?

Address: _____

Parcel ID: _____

APPLICANT ELIGIBILITY

In order to purchase property or take control of property for purposes of development or rehabilitation, an applicant must satisfy each of the following requirements. For purposes of this application, if the named applicant is an individual, then "Applicant" shall include the individual as well as any entity within which the applicant is a principal or a majority shareholder; if the Applicant is an entity, then "Applicant" shall include the entity as well as any individual that is a principal or majority shareholder of the entity.

3. By initialing each statement, the Applicant represents and warrants to the St. Bernard Community Improvement Corporation that the corresponding statement is true and accurate:

A. The Applicant does not own any real property with outstanding orders for the violation of state and/or local property codes. Applicant Initials: _____

B. The Applicant does not have a history of owning real property in a chronic nuisance state, except if such state may be attributed solely to a prior owner. Applicant Initials: _____

C. The Applicant has not been the subject of criminal/civil prosecution for property maintenance code infractions within the last five years. Applicant Initials: _____

D. The Applicant does not own real property that is in a tax delinquent status. Applicant Initials: _____

E. The Applicant was not the owner of real property on which any foreclosure filing has been commenced within the last five years. Applicant Initials: _____

F. The Applicant is a resident of Hamilton County or, alternatively, the Applicant has designated a local agent authorized to accept service of process on behalf of the Applicant. Applicant Initials: _____

G. If the Applicant is an entity, then the entity is properly registered with the State of Ohio. Applicant Initials: _____

4. Please list the address and/or parcel numbers of all property in Hamilton County that the Applicant currently owns or has owned in the last three years:

_____	_____
_____	_____
_____	_____
_____	_____

SINGLE-FAMILY REHABILITATION AND RESIDENTIAL LOT REDEVELOPMENT

Basic Requirements:

- A. Applicant must have the capacity to undertake the redevelopment of the property.
- B. The property must be a vacant, residential lot or a single-family structure.
- C. The Applicant must plan on rehabilitating a single-family structure, newly constructing a single-family home on a residential lot, or incorporating a vacant residential lot into an ongoing or planned single-family home development.
- D. The property must be on the St. Bernard CIC's available properties list, available at <http://www.cityofstbernard.org/services-departments/community-improvement-corporation>, or the CIC must give the Applicant prior approval of the acquisition of the parcel.

General Terms of Sale:

- A. Purchase Price: Pricing varies based on the investment required for the redevelopment, the market value of the property, and the beneficial economic impact of the proposed project.
- B. Redevelopment Terms: All purchasers will be contractually required to develop the proposed project within specific time frames.
- C. Maintenance: The purchaser must maintain the property during the redevelopment.
- D. Property Taxes: The purchaser must agree to pay all property taxes that become due after the transfer in a timely manner.

YOUR EXPERIENCE

Tell us about your experience rehabbing or developing single-family properties. Include an attachment if you need more space. Please include specific addresses, a description of projects, the type of tasks you have completed (roofing, hanging drywall, refinishing floors, etc.), and photographs of past projects if you have them. Did you pull permits for this work? If you have used or will use contractors rather than completing all the work yourself, tell us the scope of work for which you have hired or will hire contractors.

THE REDEVELOPMENT

Tell us about your project, including what work you have accomplished so far, the estimated cost of development, and your plan for financing the development. Include an attachment if you need more space.

1. Project Type:

- Rehabilitation of a single-family structure.
- New construction of a single-family home on a vacant lot.
- Incorporating a vacant residential lot into an ongoing or planned single-family home development.

2. Details of Redevelopment

A. Describe your development. How does the parcel(s) for which you are applying fit into your project? What do you want to do with this property? What work will be required (painting, installing new floors, installing new appliances, tuckpointing, landscaping)? Will this work need to be permitted?

Please note: Most applicants have not seen the inside of the property when they fill out an application, so these will be your best guesses based on any information you have about the property or the typical condition of similar buildings. If your application is approved, you will have the opportunity to go through the building with any contractors and inspectors you hire, to determine whether you wish to acquire the property in its current condition.

B. How long do you estimate the rehab to take? What variables may lengthen the process?

C. Who will perform the work? Please list the names of any known or likely contractors or subcontractors, and their contact information, if you will not perform all the work yourself.

3. Cost and Financing of the Redevelopment

A. Estimate your constructions costs in the following table. You will have an opportunity to refine these estimates once you have viewed the property, if your application is approved.

Category	Estimated Cost	Description
Appliances		
Basement		
Bath Finishing/Accessories		
Cabinetry		
Carpet		
Closet Systems		
Contractor Profit		
Countertops		
Deck/Front Porch		
Demolition		
Drywall/Plaster		
Electric		
Electric - Fixture Allowance		

Exterior Doors		
Exterior Painting		
Fireplace Allowance		
Flooring		
Foundation		
Framing		
Framing Materials		
HVAC		
Insulation		
Interior Carpentry		
Interior Demolition		
Interior Doors		
Interior Finishing/Trim		
Interior Painting		
Kitchen Finishing		
Masonry/Concrete		
Miscellaneous		
Plumbing		
Plumbing fixtures & allowance		
Roofing		
Siding, Soffits, Metal Work		
Termite		
Windows		
Other (Specify)		
Other (Specify)		

Other (Specify)		
Other (Specify)		
Other (Specify)		
Other (Specify)		
Other (Specify)		
Total Estimated Cost of Construction		

B. If you will pay for the project with cash on hand, please include a recent bank statement showing the funds you will use. If you will pay for the project with anything other than cash on hand, please include whatever details you have about how you intend to finance the property. If you will self-pay as you go, please include a recent pay stub. If you will seek financing let us know, and if you already have financing in place, attach your loan pre-approval letter.

F. Intended use of the redeveloped property:

- Applicant will occupy the redeveloped property.
- Applicant will sell the redeveloped property.
- Applicant will lease the redeveloped property.

If you intend to sell or lease the redeveloped property, what purchase price or rent do you expect to receive? _____

The undersigned agrees to the required terms of this application and attests that this application is submitted with proper authority and the information contained herein is true, accurate and complete.

Applicant:

Print or Type Name

Date

Signature

Submission:

Please send completed applications to the St. Bernard CIC at CIC@cityofstbernard.org

OR

via mail to:

**St. Bernard CIC
Attn: Applications
110 Washington Ave.
St. Bernard, OH. 45217**