



LAND BANK OF KANSAS CITY, MISSOURI  
PROPERTY PURCHASE APPLICATION  
Business Entity

**IMPORTANT APPLICATION INFORMATION**

- **Application** -To purchase a Land Bank of Kansas City, Missouri property with or without a structure, complete the form and contact staff at 816-513-9020 to schedule an appointment to submit application. If you wish to purchase more than one property, use a separate application for each property. Submitting an application does not commit the Land Bank to transfer property.
- **Background Check Fee** - There is a \$25.00 non-refundable Background Check Fee, payable by cashier's check or money order. There is an additional \$10.00 non-refundable Background Check Fee for each person added to the deed. All applicants must present a Social Security Card issued by the Social Security Administration for verification at application. **This is a required piece of documentation to complete the background check.** To obtain a Social Security card, you may visit or contact your local Social Security Administration office.
- **Administrative Fee** - There is an \$85 non-refundable Administrative Fee to be paid in the form of a separate cashier's check or money order for each application, due at the time of application submission.
- **Proof/Source of Financing** - Please show documentation for funding available for the full amount. Explain in detail the financing for the total project costs and include documentation of financing sources such as checking and savings accounts. The checking and savings account statements must have the name of the bank as well as the name of the account holder.
  - Financing amounts shall include the following:
    - Cost to purchase a property;
    - Total cost of Scope of Repairs
- **Required Business Documents** – Please refer to the attached Required Documents list for Profit or Non-Profit Businesses (LLC or Corporation). **Please include your City of Kansas City, Missouri business license.**
- Please submit: **1) Application, 2) Background Check Fee 3) Administrative Fee 4) Scope of Repairs (Rehab/Construction Plan), 5) Timeline of Repairs, 6) Proof /Source of Financing, 7) Required Business documents to:**
  - The Land Bank of Kansas City, Missouri, 414 E. 12<sup>th</sup> Street, 19<sup>th</sup> Floor, Kansas City, Missouri 64106.
  - Please allow at least 30 days from the acceptance of your application for processing.
  - All applicants must present a current government-issued photo identification at application. To obtain a government-issued photo identification, you may visit your local Department of Motor Vehicle office.

# LAND BANK OF KANSAS CITY, MISSOURI CONTACT INFORMATION

Name of Business Entity: \_\_\_\_\_  
(As it appears in business filings with the Missouri Secretary of State)

Applicant Name(s): \_\_\_\_\_  
(Individual(s) that will be authorized to sign the necessary property documents)

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_ Charter Number: \_\_\_\_\_ State Created in: \_\_\_\_\_

Local Agent Name: \_\_\_\_\_ Agent Company: \_\_\_\_\_  
(Authorized to accept code violations or other service of process, KCMO address required)

Agent Address: \_\_\_\_\_ Kansas City, MO, Zip Code: \_\_\_\_\_

## PROPERTY INFORMATION

Address: \_\_\_\_\_ OFFER: \$ \_\_\_\_\_

### PROPOSED USE OF THE PROPERTY:

\_\_\_\_\_  
\_\_\_\_\_

### FOR REHABILITATION OF EXISTING STRUCTURES OR CONSTRUCTION OF STRUCTURES ON CURRENTLY VACANT LOT(S)

Attach the following documents, along with the application:

Applicant Initials:

- 1. Rehabilitation/Construction specifications. Describe in detail: 1) repairs/construction to be completed 2) estimated cost for each item 3) name(s) of contractor, developer or person who will perform the work.
- 2. A timeline for the completion of the project.
- 3. Project financing. Describe the source and amount of funding to complete the entire project.
- 4. Required Business documents for the type of entity, listed on page 8.

LAND BANK OF KANSAS CITY, MISSOURI

**FOR VACANT LOTS/LAND WHERE NO CONSTRUCTION IS PLANNED**

Describe the plan for the use of the vacant lot. Include a time line and how you will cover the cost of the project.

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If planned rehabilitation or construction, has the entity rehabilitated or constructed structures previously?  
Please describe past experience.

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Has the entity, officers, or authorized signing agents previously purchased property from Land Bank of Kansas City or Kansas City Homesteading Authority?

**Yes**   **No**  
  

If so, please list the street addresses of all previously purchased properties.

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Does the entity own other properties? If so, please list the addresses. (Please use additional pages if necessary)

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## LAND BANK OF KANSAS CITY, MISSOURI BACKGROUND CHECK FORM

A background check will be performed in order to determine compliance with the Land Bank Policies and Procedures for the Acquisition and Disposition of Properties. Those policies state:

- The transferee must not own any real property that is subject to any un-remediated citation of violation of codes and ordinances.
- The transferee must not own any real property that is tax delinquent or be delinquent in other taxes.
- Has not been convicted of crimes involving the sale of illegal drugs, prostitution, operating a nuisance business for the last five years, and is not required to be registered as a sex offender.

The results of the background check will be valid for one year. It will not be necessary to complete this form for future offers during this period.

The information on this form will be kept confidential.

For corporations and other business entities, the background check will be performed for the person authorized by the entity to sign and submit the application to purchase property.

Please print clearly:

Name (first, middle, last):			
Home Address/City/State/Zip:			
Date of Birth:		SSN:	

## **SCOPE OF REPAIRS**

Use the form on the next page to list the repairs that you intend to make for the offer on the property. For each repair item listed, enter the amount that will be spent on that item. If a repair item is not needed, enter N/A.

Please enter the amount of time that you are requesting to complete the repairs at the time of the form. **The standard allowance is 120 days;** but this is negotiable depending on the extent of repairs required.

**Other needed repairs may be identified during staff review of the offer. A final and agreed upon scope of repairs must be established before the offer is considered complete and presented to the Board of Commissioners for consideration.** If the offer is accepted, this scope of repairs will be included in the deed of trust to ensure that the repairs are completed within the time period indicated and are in compliance per Land Bank's policies and procedures.

## Scope of Repairs

**Renovations and replacements with the following being the minimum amount of work to be completed within 120 days from the transfer of ownership:**

ITEM	VALUE
Repair/replace roofing material	
Repair/replace broken or missing windows/doors	
Repair/replace defective siding on exterior walls	
Repair foundation by patching cracks, replacing missing material, stabilizing structure	
Repair/replace chimney	
Repair/replace soffits and or eaves	
Repair/replace defective steps/stairs	
Repair/replace defective sidewalks and driveways with solid impervious material	
Repair/replace defective porch	
Scrape and paint exterior surface material	
Repair/demolish accessory structure	
Repair/replace defective or missing electrical systemwiring/fixtures	
Replace/install fire detector	
Repair/replace defective or missing plumbing lines, sinks, toilets and fixtures	
Repair/replace kitchen cabinets	
Repair/replace defective or missing heating system	
Repair/replace defective or missing hot water tank	
Repair/replace defective interior walls, ceilings and floors	
Repair/replace defective stairways	
Repair basement walls	
Remove trash and debris from interior and exterior areas	
Other:	
Other:	
Other:	
TOTAL VALUE:	

The scope of repairs must bring the structure into compliance with the Property Maintenance Code of Kansas City, Missouri. The scope of repairs is used for consideration purposes by the Land Bank, in the application process and for monitoring compliance with the Deed of Trust. The Deed of Trust shall not be deemed to limit the building code and permit requirements otherwise applicable by the City of Kansas City, Missouri. Compliance inspections shall be conducted in accordance with the Deed of Trust for Land Bank purposes only.

- Lender and Borrower acknowledge the renovation costs could exceed the total value shown above.
- All renovations shall be paid by Borrower or sources other than Land Bank.
- Applicants are required to pull all necessary permits before beginning work on the structure.

PLEASE ATTACH REPAIR/CONSTRUCTION PLAN, SCOPE OF REPAIRS, & PROJECT FINANCING AS REQUESTED ON PAGE 2

Additional Page for Overflow Answers

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To the best of my knowledge, the information provided in this application is true and in compliance with LAND BANK Policies and Procedures. This entity does not own other property that has delinquent taxes, unpaid special assessments, or un-remediated code violations and is not delinquent in other taxes. The authorized signing agents have not been convicted of crimes involving the sale of illegal drugs, prostitution, operating a nuisance business in the last five years, and are not required to be registered as a sex offender.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position in Entity:** \_\_\_\_\_

INTERNAL USE ONLY- LAND BANK STAFF TO COMPLETE

Date Verified:	Initials:
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>

1) Criminal Background check is clear for last five years. Pass: ____ Fail: ____
2) List of all previous LB/HA purchases and all are Deed of Trust's are compliant.
3) Proof of financial capacity. Type of proof: _____ Balance Amount: _____
4) All properties owned by entity checked for open 311 cases
5) Current on all property taxes
6) All Business Documents to include city of Kansas City, MO Business License Included: Yes: _____ No: _____
7) Letter sent to Neighborhood Association.
8) Background Check Fee Paid. Amount Paid: _____
9) Administrative Fee Paid. Amount Paid: _____

## LLC and Corporation Business Documents for Land Bank

### Documents Required for Profit and Non-Profit Business Entities

- **LLC**

- Certificate of Good Standing from Secretary of State Missouri
- Certificate of Organization
- Articles of Organization
- LLC Real Property Manager's Affidavit (City Clerk's Office)

- **LLC Foreign Corporation**

- **Must be registered with the Secretary of State Missouri**

- Certificate of Good Standing from the Secretary of State or other similar official in the state where the LLC was organized
- Certificate of Authority / Certificate of Registration (from Missouri)
- Articles of Organization (where the LLC was organized)
- LLC Real Property Manager's Affidavit (City Clerk's Office)

- **Corporation**

- Certificate of Good Standing from Secretary of State Missouri
- Certificate of Incorporation
- Articles of Incorporation / (Annual Report)
- List of all owners, officers, members or partners of the entity and their primary residence / (Annual Report)
- Board resolution authorizing purchase of the property with Board members' signatures

- **Foreign Corporation**

- **Must be registered with the Secretary of State Missouri**

- Certificate of Good Standing from the Secretary of State or other similar official in the state where the Corporation was organized
- Certificate of Authority / Certificate of Registration (from Missouri)
- Articles of Incorporation / (Annual Report - where the Corporation was organized)
- List of all owners, officers, members or partners of the entity and their primary residence / (Annual Report)
- Board resolution authorizing purchase of the property with Board members' signatures