



## LAND BANK OF KANSAS CITY, MISSOURI PROPERTY DONATION FORM

### **IMPORTANT APPLICATION INFORMATION**

#### DONATION POLICY:

The Land Bank may accept offers from property owners who wish to donate property when:

1. The property owner does not have the resources to properly care for the property or to comply with orders to correct code violations that are present and evidence of the hardship has been presented.
  2. There are no delinquent taxes owed for the property
  3. The property is located in an area targeted for redevelopment efforts.
  4. The donation offer is accompanied with a cash donation to provide funding for repair or demolition.
  5. A Phase I environmental assessment is completed prior to the donation if deemed warranted.
- Land Bank staff will review this application and confirm that it is in compliance with the Policies and Procedures, as well as existing Land Bank and neighborhood plans, prior to submitting it to the Board of Commissioners for approval. This application is a statement of interest only. Receiving it does not commit the Land Bank to transfer property.
  - Administrative Fee- There is an \$85.00 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.
  - Please allow at least 30 days from the acceptance of your application to be processed.
  - All applicants must present a current government-issued photo identification when submitting.
  - All applicants must present a Social Security Card for verification.
  - Staff will perform an analysis of the property offered for donation to determine if it can be accepted in accordance with this policy.

Please bring this completed form to:

The Land Bank of Kansas City, Missouri  
414 E. 12<sup>th</sup> Street, 19<sup>th</sup> Floor  
Kansas City, Missouri 64106

Phone: (816) 513-9020.

LAND BANK OF KANSAS CITY, MISSOURI  
PROPERTY DONATION FORM

Owner's Name: \_\_\_\_\_

Additional Owner Name(s): \_\_\_\_\_  
(Including Spouse and/or Co-Applicant)

Current Mailing Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Marital Status: \_\_\_\_\_

PROPERTY INFORMATION

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

Are there any real estate taxes that are delinquent? \_\_\_\_\_

If so, will you bring them current before the donation of the property? \_\_\_\_\_

Amount of cash donation included with the property to assist with  
maintenance, repairs, or demolition that may be needed: \$ \_\_\_\_\_

Is there a mortgage against the property? \_\_\_\_\_

Attach the following documents, along with the application:

Applicant Initials:

1. A cover letter or other written statement why you would like to donate the property to the Land Bank of Kansas City, Missouri.

2. A current title report for the property

I certify that I am the owner of the property listed above and that I am offering to donate the property to the Land Bank of Kansas City, Missouri. This offer is made because I do not have the resources to maintain the property and I am willing to provide documentation regarding my financial condition if it is requested. I understand that this offer does not commit the Land Bank of Kansas City, Missouri to accept the property.

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

Signature of Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

LAND BANK OF KANSAS CITY, MISSOURI

Have you 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.

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

Please list the addresses of all owned properties.

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

Date Verified:

Initials:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**INTERNAL USE ONLY- LAND BANK STAFF TO COMPLETE**

- 1) A Cover letter or written statement is included.
- 2) A current title report has been provided.
- 3) Owner is current on property taxes.
- 4) All owned properties are listed.

### Owner Questions For Donated Property

1. Name and title of person responding to this questionnaire? \_\_\_\_\_  
\_\_\_\_\_
2. Relationship between person identified in #1 and Property owner? \_\_\_\_\_
3. Property owner name? \_\_\_\_\_
4. Length of ownership? \_\_\_\_\_
5. Who was the previous owner and for how long did they own the Property? \_\_\_\_\_  
\_\_\_\_\_
6. For what purpose(s) has the current owner used the Property? \_\_\_\_\_  
\_\_\_\_\_
7. Is the Property currently **occupied**? If so, by whom and for what purpose(s) (please provide names of tenants using structures and land for agricultural purposes) \_\_\_\_\_  
\_\_\_\_\_
8. Do you have any knowledge of when the **Property was first developed** and what the use has been since that time? If so, please provide details. \_\_\_\_\_  
\_\_\_\_\_
9. Have any **hazardous chemicals or petroleum products** been used or stored on the Property (current or historical usage)? \_\_\_\_\_
  - a. If so, provide details regarding the types and quantities of chemicals, as well as their area of usage on the Property. \_\_\_\_\_  
\_\_\_\_\_
10. Has any of the property been used for **waste disposal** of any kind (such as dumping, burning, burying, etc.)? \_\_\_\_\_
  - a. If so, provide details regarding types of waste and disposal locations, etc. \_\_\_\_\_  
\_\_\_\_\_
11. Has there been any **dumping** on the property by others? \_\_\_\_\_
  - a. If so, provide details regarding types of waste, locations, if the waste was removed, etc. \_\_\_\_\_  
\_\_\_\_\_

12. Do you have any knowledge of **underground storage tanks (USTs)** (current or past) on the Property? \_\_\_\_\_

a. If so, provide details regarding location(s), size(s), contents, tank removal information (if no longer present), sampling information upon removal, etc. \_\_\_\_\_

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

13. Do you have any knowledge of **aboveground storage tanks (ASTs)** (current or past) on the Property? \_\_\_\_\_

a. If so, provide details regarding location(s), size(s), contents, tank removal information (if no longer present), sampling information upon removal, etc. \_\_\_\_\_

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

14. Are you aware of any **spills/releases** of petroleum products or other hazardous chemicals on the Property? \_\_\_\_\_

a. If so, provide details regarding location(s), size(s), type of spill, cleanup, information, sampling information, etc. \_\_\_\_\_

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

15. Has anyone ever collected **soil or groundwater samples** on the Property?

a. If so, where and why were samples collected? \_\_\_\_\_

\_\_\_\_\_

b. Please provide copies of any reports related to the sampling efforts; including analytical results.

16. Are there currently or formerly **wells** of any kind (private, public, drinking, irrigation, monitoring, oil, gas, etc.) that on the Property? \_\_\_\_\_

a. If so, please provide details regarding their location, type/use, status (closed, in use, age of well, depth of well, company that drilled well, analytical results related to water quality, etc.) \_\_\_\_\_

17. Is the property on the public (city/county) **water system**? \_\_\_\_\_

a. If so, how long has it been connected to the city/county system? \_\_\_\_\_

18. Are there any **structures** (current or past) on the Property (such as a house, barn, storage building, etc.)? \_\_\_\_\_

a. If so, please provide details regarding their former location, use, age, etc. \_\_\_\_\_

19. If currently or previously, how are structures **heated and cooled** (natural gas, electric, etc.)? \_\_\_\_\_

20. Are there any **septic systems** (current or past) on the property? \_\_\_\_\_

a. If so, please provide details regarding location of septic tank(s), status, etc. \_\_\_\_\_

21. Is the property on the public (city/county) **sewer system**? \_\_\_\_\_

a. If so, how long has it been connected to the city/county system? \_\_\_\_\_

22. Are there any transformers or other electrical equipment on the property that contain **PCBs**? \_\_\_\_\_

**The following are questions related to the Phase I ESA Standard for Phase I ESAs. Depending on the type of land, they may seem somewhat not applicable (wooded/agricultural/rural residential); however, we are still required to ask them.**

**It is ok to note “there is no such information known or available”.**

23. Are there any pending, threatened, or past litigation relevant to hazardous substances or petroleum products in, on, or from the Property and adjacent properties? \_\_\_\_\_
24. Are there any pending, threatened, or past administrative proceedings relevant to hazardous substances or petroleum products in, on, or from the Property or adjacent properties? \_\_\_\_\_
25. Are there any notices from any governmental entity regarding any possible violation of environmental laws or possible liability relating to hazardous substances or petroleum products with regard to the property or adjacent properties? \_\_\_\_\_
26. Any limitations on activity or use of the Property and adjacent properties? \_\_\_\_\_
27. Do you know of or do you have knowledge of any of the following types of reports or documents for the Property? \_\_\_\_\_

If so, please provide copies of;

- a. information available about the environmental condition or historic uses of the site,
- b. environmental site assessment reports (Phase I and Phase II ESAs),
- c. registrations for underground or aboveground storage tanks (USTs or ASTs),
- d. UST/AST removal reports,
- e. environmental compliance audit reports,
- f. chemical inventory list, including chemicals used on the Property in the past,
- g. environmental permits [e.g., solid waste disposal permits, hazardous waste disposal permits, wastewater permits, National Pollutant Discharge Elimination System (NPDES) permits],
- h. notices of violation (NOVs) or other correspondence from any government agency (federal, state, city, county, etc.) relating to past or current violations of environmental laws with respect to the Property or relating to environmental liens encumbering the Property,
- i. hazardous waste generator notices or reports,
- j. material safety data sheets (MSDS)/safety data sheets (SDS),
- k. community right-to-know plan,
- l. safety plans,
- m. emergency preparedness and prevention plans,
- n. spill prevention, control, and countermeasure plans (SPCC),
- o. storm water pollution prevention plans (SWPPP),
- p. reports regarding hydrogeological conditions on the Property or surrounding properties, and
- q. geotechnical studies.