

# Lackawanna County Land Bank Property Donation Application

Please use the following application to notify the Land Bank of your interest in donating any property that you currently own in Lackawanna County.

The Land Bank will **NOT** accept your property as a donation unless certain conditions are met. The property must be free of liens, including a mortgage, utility lien, or judgment. Second, all Municipal fees must be current with a \$0 (zero) balance and the property must be contributing to blight in the area.

If the Land Bank accepts your donation offer, you will be contacted to begin the donation procedure. This form is a statement of interest only and does not commit the Land Bank to accept your property as a donation or for value.

**\*\*Application will not be processed if not completed in its entirety\*\***

## CONTACT INFORMATION

Name of Applicant: \_\_\_\_\_

Mailing address: \_\_\_\_\_

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

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

Fax Number (optional): \_\_\_\_\_ Email address (optional): \_\_\_\_\_

## PROPERTY INFORMATION

Property address: \_\_\_\_\_

Parcel Pin #: \_\_\_\_\_

Structure Present: Yes  No

Has this property recently gone through foreclosure? Yes  No

Are there any existing liens on this property or are you currently involved in a bankruptcy?

No  Yes

Please explain

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Will you include a cash donation with the property to assist with maintenance repairs or demolition that may be needed? Yes  No

If so, how much? \_\_\_\_\_

Indicate the type of deed that will be used to transfer the property:

Quit Claim Deed \_\_\_\_\_

Special Warranty Deed \_\_\_\_\_

Warranty Deed \_\_\_\_\_

The information provided in this application is true to the best of my knowledge. I understand that this application does not commit the Land Bank to accepting my property.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**DONATION POLICY**

The Lackawanna County Land Bank welcomes donations of properties under the following conditions:

Property donation applications must be approved by the municipality's authorized representative where they are located.

Real estate taxes must be paid in full at the time of donation, unless the property is approved for a Deed in Lieu of Foreclosure.

The property cannot have any judgment liens or other encumbrances, which may include but are not limited to mortgages, unpaid utility bills, mechanic's liens and state or federal income tax liens;

The property cannot have open code violations, unless the Land Bank determines that demolition of a structure is necessary and funding is available.

Donors must provide a recent title search of each parcel to demonstrate ownership and clear title.

Donors may contact a title agency to order title work or reimburse the County Land Bank for title work costs (\$200 per chain of title). Donors who wish to reimburse the Land Bank should call first so a Land Bank employee can confirm the amount due. Also, payment will be required in certified funds, not personal checks.

In cases of deceased land owners, their next of kin must provide the County Land Bank with signed Affidavits of Real Estate Inherited and an additional \$50 fee to record affidavits and pay conveyance fees.

A Phase I environmental assessment is completed prior to the donation if deemed warranted.

Staff will perform an analysis of the property offered for donation to determine if it can be accepted in accordance with this policy

Lackawanna County Land Bank reserves the right to decline any donations at any time.

**Please submit this form to:**  
Lackawanna County Land Bank  
Attention: Ralph Pappas  
135 Jefferson Avenue 2<sup>nd</sup> Floor  
Scranton, PA 18503

Phone: (570) 963-6830  
**Please allow at least 30 days for your request to be processed.**