



## RESIDENTIAL SIDE LOT SALE APPLICATION

The Newark Land Bank (“NLB”) welcomes applications from qualified property owners to purchase the NLB vacant lot contiguous to their occupied home to plant a garden, add an addition to their home, install a driveway or garage, or simply expand the footprint of their property.

**The following items must be submitted with an application for it to be considered complete:**

- Application and Certification Form: Must be signed and dated by all applicants. The application must be fully completed, including specific plans to improve the property, and the estimated costs associated with your plan. Likewise, the certification form must be reviewed, signed and dated.
- Proof of Financing: Can include a bank statement, letter of credit, etc. Must be sufficient to cover the estimated costs to acquire and make the proposed improvements.
- Photographs: A minimum of two current and clear photographs of the front and back of your house inclusive of the NLB lot.
- \$50 non-refundable application fee.

### **Important Notes:**

1. NLB reserves the right to accept or reject any application.
2. Failure to fill out all sections of the application or provide all requested documentation may result in denial of the application.
3. NLB maintains the right to place conditions on the sale and incorporate them as deed restrictions. If the buyer fails to make proposed improvements and or properly maintain the property as disclosed on their application, the NLB may exercise its discretion and take back title to the property.
4. Side Lot Purchase Prices:

Single, non-buildable lot, 1 - 2,000 square feet	\$500
Single lot, 2,001 – 2,500 square feet	\$1,000
Single lot, 2,501 or greater	Negotiated

NLB Side Lot Sale transactions are completed in 60-90 days.

**Applicant Information**

Read the COMPLETE Residential Side Lot Sale Policy prior to completing this application

Applicant Name (List names of all owners)	
Business/Organization Name (If applicable)	
Applicant Mailing Address (Street Address, City, State, Zip Code)	
Email Address	
Telephone Number	
Alternate Telephone Number	

**NLB Property Information**

Street Address		
Block and Lot # (Parcel Id)		
Are you currently using the NLB property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", have you made any improvements to the NLB property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", what improvements have you made to the NLB property, i.e. landscaping, fencing, mowing, etc.		
<b>Applicant's ADJACENT PROPERTY Address, Block and Lot</b> (if different from Mailing Address)		
How long have you owned your property? (years)		
Is your property owner-occupied? (Do you live there?)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the property rental property	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you own any other property within the City of Newark?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please list the addresses, block and lot numbers and property types. You may attach an additional sheet if necessary. Be sure to include property you own jointly, or by any entity (LLC, corporation, partnership, etc.) in which you have an interest.		

**Proposed Property Improvements**

Describe how you will use the NLB lot and improvements you will make to the parcel. Please be specific. You may attach a drawing for your plans.

What is the total estimated cost of these improvements?	\$
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**Financing**

How will you fund the costs of purchasing the property **and** making your proposed improvements? (e.g. personal funds, bank loan, etc.) Attach documentation of sufficient funds, such as a bank statement, letter of credit, etc.

I hereby attest that the information provided herein is correct and true to the best of my knowledge, and that providing false information may result in my being banned from contracting with NLB for a minimum period of three (3) years. I have read and understand the information provided in the Newark Land Bank Residential Side Lot Sale Policy, and agree to abide by the terms and conditions contained therein. I understand that that failure to submit all required documentation may result in denial of my application.

Submission of an application does not guarantee purchase of the property. Applicants will be notified via email of the approval or denial of their application. Approved applicants will be required to enter into a purchase agreement with the NLB for the purchase of the subject property, and may be required to submit additional documentation.

Signature:	Date:
Signature:	Date:

(Signatures by all owners required)

Yes, I understand and Agree to the Invest Newark Terms of Service, including the user agreement and Residential Side Lot Policy.