



## Property Purchase Information

Properties offered through the Quad Cities Land Bank Authority (QCLBA) may be owned by QCLBA or its member municipality and will be conveyed by Quit Claim Deed. The buyer is responsible for inspecting the property and assumes all responsibility for any hazards, risks, or liabilities associated with the property.

### A. Instructions

Please fill out the application completely. No decision will be made if the application is not completed, signed, and presented with all the required documentation.

Be aware that the information submitted will be verified. Submitting false or incomplete information can be grounds for your application to be rejected and for your eligibility to participate in future QCLBA opportunities.

### B. Eligibility Restrictions

To be considered for a property, each applicant and/or and co-applicant:

- May not have any open violations of local building or property maintenance codes or delinquent municipal water bills or delinquent property taxes on any property you own.
- Not been involved in a foreclosure on a property or personal bankruptcy within the past seven (7) years.
- If applying for a side lot, the applicant and co-applicant must be the owner of an adjacent property that shares a common lot line or is located next to the subject property.

### C. Our Process:

Following the receipt of an application, program staff will review to verify the application is complete and meets minimum requirements. Applications approved by program staff are given conditional approval, subject to final approval by the QCLBA Board of Directors. Applications will be processed within thirty (30) business days.

If final approval is granted, QCLBA staff will contact the applicant to come to the QCLBA office to make payment via a certified check, sign closing documents, and receive the Quit Claim Deed. The Applicant will have 30 days from the date of final notification to complete the closing and accept deed to the property.

**NOTE:** Submitting an application does not guarantee the property will be sold to the applicant.

***For questions about the application process or this form, please contact the QCLBA office at 309-524-2043. Email questions to: [mchappell@qclba.org](mailto:mchappell@qclba.org)***



Application Number: \_\_\_\_\_

## Application to Purchase Property

### Section 1: Applicant Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

City

State

Zip Code

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Spouse (if applicable): \_\_\_\_\_  
First Name Last Name MI

Business or Corporation Name (If applicable): \_\_\_\_\_

List Properties Owned in Rock Island County: \_\_\_\_\_

List any code violations on property owned by applicant in the last Three years: \_\_\_\_\_

List any delinquent taxes, fees or licenses on property owned by applicant in Rock Island County: \_\_\_\_\_

### Section 2: Proposed Purchase Information

Address of Property: \_\_\_\_\_

Parcel ID Number (PIN): \_\_\_\_\_

Offer to purchase Amount: \$ \_\_\_\_\_

#### Classification (check one)

- Property with Structure
- Buildable Lot
- Non-buildable Lot

#### Type of Ownership (check one)

- Business
- Individual
- Non-profit
- Other

**Section 3: Proposed Use of Property (check box)**

- Construction/Rehabilitation of Residential Structure (Go to Section 4)
- Parking, Garage, Home Addition, Storage or Other Use (Go to Section 4)
- Vacant Lot: Yard Extension, Garden Lot, No Construction (Go to Section 5)

**Section 4: Project Information**

Intended use: \_\_\_\_\_

Does intended use comply with current zoning? (Contact Planning Department to Confirm)

- Yes
- No

Project Start Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Please include with application for purchase:

- If Rehabilitation Project, provide Scope of Work
- Provide evidence of project financing, such as a Letter of Credit or Bank Preapproval Letter
- Provide Floor Plan (including square footage)
- Front Elevation (indicating type and color of finished materials)
- Site Plan (showing setbacks to property line)

**Section 5: Non-Construction Use**

Intended Use: (Describe and/or attach drawings if they will aid in understanding proposed use)

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

**Section 6: Additional Comments/and or Explanations**

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

**NOTE: INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED AND WILL BE RETURNED TO THE SENDER.**

As the applicant, I attest that the information in this application is correct and accurate. I understand that the Quad Cities Land Bank Authority Board of Directors reserves the right to reject any proposal without cause.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use**

Date Received: \_\_\_\_\_

Property Classification: \_\_\_\_\_

Zoning: \_\_\_\_\_

Property Value: \_\_\_\_\_

Based on: \_\_\_\_\_

Board Approval: \_\_\_\_\_

Comments: \_\_\_\_\_

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

For questions about this form or process, please call 309-524-2043,  
or email questions to [mchappell@qclba.org](mailto:mchappell@qclba.org)