



Improved Property Transfer Contract

Thank you for your interest in purchasing improved property from the Knox County Land Bank. The purpose of a land bank under Ohio law is to find creative solutions for distressed property using a fair and transparent process. This means the Knox County Land Bank takes applications from prospective buyers and sells property to the highest and best proposed uses, not just the highest bidder. Put simply, we can use our unique processes to find the best buyer for each property.

Please read and complete the following form carefully so that we can fully consider your offer.

PROPERTY ADDRESS:

Street Address	City	ZIP Code	Parcel
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PURCHASER INFO:

Purchaser is a(n):

Individual

Business

Nonprofit / Government

Purchaser's name: _____

Purchaser's mailing address:

Street Address	City	ZIP Code	Parcel
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Phone Number: (_____) _____

Email: _____

In which name do you intend to take title to the property?

INTENDED USE OF THE IMPROVED PROPERTY:

Please **initial the box** below that best explains how you intend to use the property after you purchase it. **Choose only one of the following options.** (If you are not sure right now or wish to use the property in a manner not listed below, please talk with the Knox County Land Bank, your attorney and/or a real estate agent before completing the rest of this document.)

The Knox County Land Bank takes your committed use seriously. A buyer found to misrepresent his or her intended use of the property will not have future offers considered and may be prohibited from future purchases.

Initial below: **Keep for Owner-Occupancy**

You intend to renovate the property and then move-in and live in it yourself / with your family. You may be asked to participate in a financial review to ensure you have the ability to purchase, renovate, and sustain your housing costs long-term as the owner. The Land Bank may require proof of owner-occupancy after renovation before releasing its Mortgage.

Non-Profit Use

You represent a non-profit organization that will use the property to stabilize, support or revitalize the neighborhood. Such non-profit use must follow all local zoning codes. You must submit your organization's Articles of Incorporation and determination letter from the IRS. You may be required to show evidence of your activities before the Land Bank releases its Mortgage.

Resale to an Owner-Occupant

You intend to re-market the property, once renovated, for sale to an owner-occupant buyer. You agree to make a good faith effort to market the property with a real estate broker and re-sell it to an owner-occupant buyer before the Land Bank will release its Mortgage.

Move in a Family Member

You intend to allow a close family member to live in the home while you continue to own it. You must provide the Land Bank with the name(s) of the close family members who will live in the home, their current address and housing situation, and whether you will charge them rent.

Keep for Rental Income

You intend to rent the property to a tenant or re-sell the property to an investor who, in turn, will rent to tenants. You must comply with all applicable federal, state, and local rental housing requirements. If you do not have an established rental portfolio in Knox County, you may be asked to participate in a financial review to ensure you have the financial ability to sustain your rental properties and meet tenant expectations.

INTENDED RENOVATIONS TO THE IMPROVED PROPERTY (choose one):

I DO NOT plan on making any renovations to the property.

I DO plan on making renovations to the property.

Please describe, below, the renovations you intend to make and their estimated costs:

Building Element / System	Description of Intended Renovations <i>The more specific, the better</i>	Anticipated Cost
Foundation/ Exterior Walls / Masonry		\$
Roof, Gutters & Downspouts		\$
Plumbing / Water Heater		\$
HVAC / Duct System		\$
Electrical		\$
Siding/ Exterior Painting / Exterior Work		\$
Windows / Doors		\$
Kitchen		\$

Bathroom(s)		\$
Interior Walls / Insulation / Ceilings		\$
Flooring		\$
Garage		\$
Other Costs / Contingency		\$
Total Anticipated Renovation Costs		\$

**THE RENOVATION WORK DESCRIBED ON PAGE 3 WILL BE PERFORMED BY
 THE FOLLOWING (check all that apply):**

- Me / Family members (Attach a list of your prior experiences and list of materials to be used)
- Licensed contractor(s)
- Local handyman

EXPECTED RENOVATION TIME PERIOD (choose one):

- 90 Days
- 180 Days
- More than 180 Days (exceptional circumstances only)

[This document continues on the next page]

ESTIMATED TOTAL COSTS TO YOU FOR THE PROPERTY:

Your purchase offer amount	\$
Your Total Anticipated Renovation Costs <i>(needs to equal the amount on Page 3)</i>	\$
Total Investment in the property <i>(Purchase offer + Renovation Costs)</i>	\$

HOW WILL YOU FUND THE PURCHASE / RENOVATION OF THE PROPERTY?

Please submit written proof of the funding that you will use to pay the total costs of acquiring and renovating the property, as identified on Page 4. The written proof you submit with this document, listed below, must show funding available to you that is equal to or greater than the total cost of acquiring and purchasing the property.

Proof of funding provided with this contract document (check every applicable box):

- Liquid (available) cash shown on a bank statement / bank letterhead
- Liquid cash shown on a retirement / brokerage statement
- Line of credit shown on bank letterhead
- Loan pre-approval letter from bank or lender for this particular property
- Credit card statement showing available balance **NOTE: this CANNOT be a primary source of funding for the project; this should be used only for purposes of purchasing materials.**
- Cash gift from family member or friend **NOTE: include a signed letter from the donor explaining their contribution to you for purposes of this project as well as a bank statement / bank letterhead showing the cash is available to the donor.**

[This document continues on the next page]

ADDITIONAL ELIGIBILITY CRITERIA:

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Do you owe delinquent property taxes, or do you own any property that has been transferred to the State of Ohio due to tax foreclosure?
<input type="checkbox"/>	<input type="checkbox"/>	Do you owe on ANY delinquent water/ sewer accounts anywhere in Knox County (including any delinquent accounts in your name owed by your tenants)?
<input type="checkbox"/>	<input type="checkbox"/>	Do you currently own any property that is in violation of Ohio or local building, housing, and health codes or that has a history of code violations?
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been cited for zoning or property maintenance code violations?
<input type="checkbox"/>	<input type="checkbox"/>	Do you own any property on which there was / is a history of being a site of criminal activity?
<input type="checkbox"/>	<input type="checkbox"/>	Does the proposed use of the property violate current zoning code?
<input type="checkbox"/>	<input type="checkbox"/>	Are you a former owner of the property?

[This document continues on the next page]

If you answered YES to any of the questions on Page 6, please explain:

Do you own any other property in Knox County?

Yes No

If yes, please list the addresses of ALL other property you (including companies you control) own.

APPLICATION SUPPORTING ATTACHMENTS:

Please attach to this application your **proposed floorplans / schematics** of planned improvements to the property. (Note: such plans need not be professionally done; just show what improvements you intend to make and where they are located in the structure(s) or on the property. e.g. – if you are going to build a shed, please include a drawing of the property with the shed included. If you plan to add a 2nd floor bathroom, include the new floorplan with the bathroom added.)

[This document continues on the next page]

PROPERTY

Street Address	City	ZIP Code	Parcel ID
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**Knox County Land Bank
REAL ESTATE PURCHASE AGREEMENT**

This is a legally binding contract. It is recommended that Purchaser review this document with an attorney.

1. Offer and Acceptance. The undersigned purchaser(s) ("**Purchaser**") offers to buy from the Knox County Land Bank ("**Seller**") the property described immediately above ("**Premises**") according to the terms contained in this offer ("**Offer**"). Upon delivery of the executed acceptance by the Seller ("**Acceptance**"), this Offer will become a legally binding contract ("**Agreement**") incorporating all 18 pages labeled "**Improved Property Transfer Contract**" whether such pages precede or follow this Section 1.

2. Purchase Price. The purchase price to be paid by Purchaser for the Premises is _____ **Dollars and** ____ **Cents (\$____,____.____)**, due and payable at closing in cash, certified funds, or wire transfer in immediately available funds.

3. Earnest Money. Seller does not request and Purchaser will not pay any earnest money as part of this Agreement.

4. Financing and Appraisal. This Agreement is not conditioned upon Purchaser securing financing or an appraisal, unless otherwise noted by separate written agreement between the parties. Purchaser must present evidence of liquid funding to the satisfaction of Seller as a condition of closing.

5. Instrument of Conveyance. Seller shall convey title to Purchaser in fee simple through limited warranty deed.

6. Closing and Possession. Seller owns or expects to own title to the Premises and the sale contemplated under this Agreement will close on or before a date mutually agreeable to the parties and as soon as Purchaser has met, to the satisfaction of Seller, all conditions to closing in this Agreement. The parties intend closing to occur within **forty-five (45) days** from the date of Acceptance, unless extended by written consent of the parties. Seller shall prepare, transfer, and record a deed conveying title to the Premises. Purchaser shall take possession of the Premises at closing, subject to the rights of tenants, if any, as disclosed in writing separately by Seller.

Purchaser shall not take possession or begin work, in any form, to the Premises or its grounds, prior to closing unless specifically authorized in writing by Seller.

7. Purchaser's Right to Inspection. Purchaser acknowledges the following: (a) that if at time of Offer, Seller owns title to the Premises, Purchaser has had sufficient time and access to the Premises in order to obtain inspections of the Premises prior to entering this Agreement and no inspection extension will be granted after Acceptance unless by written consent of Seller; (b) that if at time of Offer, Seller does not own title but expects to own title prior to closing, Purchaser has had sufficient time to contemplate buying the Premises and made adequate visual inspections of the exterior of the Premises and further acknowledges Seller will make reasonable effort to provide access, but cannot guarantee such access, prior to closing and nevertheless no inspection extension will be granted after Acceptance unless by written consent of Seller. Purchaser will be responsible for any damage to the Premises caused by Purchaser or Purchaser's inspectors or contractors during any inspections. So long as Seller owns title, Purchaser may make a final walk through of the Premises within three (3) days prior to closing. Purchaser must provide a written renovation plan to the satisfaction of Seller as a condition of closing.

8. Property Insurance; Risk of Loss. Seller may, but is not required to, maintain homeowner's insurance on the Property until closing. If any buildings or other improvements on the Premises are materially damaged or destroyed by reason of fire or other casualty prior to closing, this Agreement will terminate without further obligation of the parties and Purchaser will not be entitled to proceeds of any insurance payable in connection with Seller's loss of the Premises. Purchaser acknowledges that homeowner's insurance is the sole responsibility of Purchaser following closing and possession, and Seller bears no responsibility for loss to Purchaser resulting from the lack of homeowner's insurance.

9. Special Flood Hazard Area. Purchaser acknowledges that an inspection to determine if the Premises are in a Special Flood Hazard Area, as determined by the current flood maps by the Federal Emergency Management Agency, is the sole responsibility of Purchaser, and Seller bears no responsibility for loss to Purchaser resulting from the lack of flood insurance, if so required.

10. Title. The title company identified below ("**Title Company**") will serve as the title examiner and may at the Seller's discretion serve as closing agent under this Agreement. Seller will furnish Purchaser a commitment for an ALTA Homeowners Policy of Title Insurance (or ALTA Owner's Policy of Title Insurance, as applicable), in the amount of the purchase price, from Title Company. The title commitment will be continued to the date of closing and will show record title to be marketable in the name of Seller, free and clear from material defects, liens, and encumbrances except: (a) those created or assumed by Purchaser; (b) those specifically set forth in this Agreement; (c) those liens and mortgages that will be released at (or before) closing and removed from title; (d) rights of tenants as disclosed in writing separately by Seller; (e) zoning

ordinances; (f) legal highways; and (g) restrictions and utility easements of record. If title evidence reveals any other title defects, Seller will have thirty (30) days after demand by Purchaser to remove such defects and closing may be delayed accordingly. If Seller is unable or unwilling to remove the defects, Purchaser may accept title subject to such defects or may terminate this Agreement as provided herein. Seller and Purchaser will share equally (i.e., 50-50) in the costs of the title examination, title commitment, and other agreed-upon closing costs.

Title Company: _____

11. Renovation Obligations. Purchaser agrees to pass a safety and habitability inspection undertaken by Seller or its agent following closing and no later than the number of days identified below in Purchaser's Renovation Acknowledgements (the "**Renovation Period**"). The safety and habitability inspection will certify that the plumbing, electrical, and mechanical systems are properly installed, functional, and free from safety hazards, that the Premises are in a nuisance-free condition according to applicable laws and regulations, and that any and all dwelling structures are fit for habitability, as described in the attached **INSPECTION EXHIBIT**. Purchaser grants Seller and its agents access to the Premises for purposes of undertaking necessary inspections of the Premises until Purchaser satisfies the safety and habitability inspection. Purchaser agrees to comply with all federal, state, and local ordinances and regulations in the course of undertaking renovation work on the Premises.

Renovation Period (*initial only one*):

90 Days

180 Days

270 Days
(Exceptional Circumstance)

Initial below:

Purchaser must renovate the Premises as a condition of this sale. Purchaser's renovation work must comply with all applicable laws and regulations and must pass an inspection by Seller, at its cost, to ensure the Premises are safe, habitable, and nuisance-free.

12. Renovation Enforcement Note and Mortgage; Default. Purchaser agrees to execute a “**Renovation Enforcement Note and Mortgage**” granting Seller a security interest in the Premises in the amount of **Twenty-Five Thousand Dollars and 00 Cents (\$25,000.00)**(the “**Indebtedness**”) until such time as all of Purchaser’s obligations under this Agreement are satisfied. When Purchaser fully passes the safety and habitability inspection, satisfies all other obligations of local, state, and federal law with respect to the Premises, as applicable, and is not otherwise in Default, as defined herein, Seller will certify that the Premises are safe and habitable, thereby evidencing completion of the renovation work contemplated under this Agreement. Upon issuing such certification, Seller will record a Satisfaction of Mortgage releasing the Premises from the obligations secured by the Renovation Enforcement Note and Mortgage.

If Purchaser fails to pass the safety and habitability inspection by the conclusion of the Renovation Period, or after a reasonable extension of time provided at the Seller’s sole discretion, or is in violation of the terms of the Renovation Enforcement Note and Mortgage, or is otherwise in violation of this Agreement, Purchaser will be and will be deemed in default of the Renovation Enforcement Note and Mortgage and this Agreement (“**Default**”). Purchaser will be notified by Seller in writing of the defects which have triggered Default and will be given fifteen (15) business days to cure such defects.

IF A DEFAULT IS NOT CURED AFTER NOTICE AND REASONABLE OPPORTUNITY TO CURE, PURCHASER’S FULL INDEBTEDNESS TO SELLER WILL BECOME DUE AND PAYABLE, AND SELLER WILL HAVE THE RIGHT TO FORECLOSE ON THE PROPERTY UNDER THE TERMS OF THE RENOVATION ENFORCEMENT NOTE AND MORTGAGE, AND TO PURSUE ALL OTHER AVAILABLE REMEDIES.

In the event of Default and in lieu of foreclosure or payment of the Indebtedness, Purchaser may convey marketable title in the Premises back to Seller, in which case Purchaser will be responsible for payment of any third-party liens, encumbrances, penalties, charges, and assessments that have accrued against the Premises during Purchaser’s ownership of the Premises. Purchaser’s obligations under this provision will be absolute and unconditional without defense or set-off by reason of any default by Seller, or for any other reason. Purchaser agrees to indemnify and hold Seller harmless for any and all penalties, assessments, and costs that Seller may incur to repossess the Premises, quiet title, or evict tenants, whether or not such tenants are on the Premises lawfully.

In addition to the events triggering Default, as described above, the following events will trigger Default if such events occur during the Renovation Period or prior to Seller's confirmation that the Premises are safe and habitable and without the express written permission of Seller:

- a. Purchaser occupies the Premises or allows a third-party to occupy the Premises;
- b. Purchaser sells or leases the Premises, in whole or in part, to a third party;
- c. Purchaser further encumbers the Premises with a mortgage, lien, or other interest, whether voluntary or involuntary;
- d. Purchaser fails to make property tax payments on the Premises when due; or
- e. Purchaser abandons the Premises, or Purchaser is incarcerated, subject to community control, adjudicated incompetent, or deceased.

Initial below:

Purchaser understands that Seller will keep a security interest in the form of a Renovation Enforcement Note and Mortgage while Purchaser is renovating the Premises and Seller will not satisfy this interest until the Premises are safe, habitable, nuisance-free, and compliant with this Agreement. Until this interest is satisfied, Purchaser CANNOT occupy, rent, sell, or further mortgage the Premises.

Initial below:

Purchaser understands that if the Premises are not found to be safe, habitable, nuisance-free and compliant with this Agreement by the end of the Renovation Period identified above, and no extension is granted by Seller, Purchaser will be in default of the Renovation Enforcement Note and Mortgage and Seller will have the right to institute a foreclosure action against the Premises and pursue all other available remedies.

13. Purchaser's Liability for Future Taxes. Seller represents it is exempt from real property taxes, conveyance fees, and recording fees under Ohio law while owned or transferred by Seller. Seller will neither pay nor prorate any taxes or fees against the Premises at closing. Seller will pay the transfer entry fee mandated by Ohio law for the Premises. Seller's exemption from taxes on the Premises continues to the time at which title transfers from Seller to Purchaser, at which time the tax exemption terminates and the Premises are restored to the tax list. Purchaser shall be solely liable for all future taxes due and payable on the Premises after the closing date.

14. Physical Condition of Premises. The Premises include the land and all appurtenant rights, privileges, and easements, and all buildings and fixtures as are **NOW** on the Premises without limitation. Purchaser is purchasing the Premises **AS IS, WHERE IS, AND WITH ALL FAULTS**, without reliance on any warranties or representations of Seller, and Purchaser accepts the Premises in such condition. Purchaser acknowledges the "as is" condition of the Premises

may include both patent and latent defects, including, but not limited to, structural instability, major system defects (including without limitation electrical, heating, roof, and plumbing), and basement moisture, leaks or flooding. Seller, its agents and employees, have made no representations to Purchaser concerning the condition of the Premises. Purchaser acknowledges that Purchaser will not receive the Ohio Residential Property Disclosure Form as Seller has never lived in the Premises and has no knowledge of its history.

15. Personal Property on Premises at Time of Sale. Items of personal property are not included in the sale. If personal property is left on or about the Premises, Seller makes no warranty, express or implied, as to its condition or title. Purchaser shall be responsible for removing any personal property left on or about the Premises, unless otherwise agreed to in writing by the Parties.

16. Environmental Hazards. Seller, its agents and employees, make no representations whatsoever regarding the existence of any potential environmental hazards in or around the Premises, and Purchaser waives any claims or liability against Seller for any harmful effects arising from the Premises. Potential environmental hazards include, but are not limited to: lead-based paint, asbestos, urea-formaldehyde foam insulation, radon gas, mold or black mold, mercury, soil contamination, underground storage tanks, or any other potentially toxic substances or materials.

17. Home Warranty. Seller will not provide a home warranty to Purchaser.

18. Local, State, and Federal Obligations. Purchaser acknowledges that the Premises, the renovation work undertaken, or the particular use of the Premises by Purchaser may be subject to local, state, and federal obligations, including without limitation: historic regulation, lead-safe compliance, or existing building, housing, health, or safety code orders, and Purchaser will comply with, satisfy, or resolve such obligations, as applicable, under this Agreement. A violation of this Section 18 will be enforced as a Default of the Renovation Enforcement Note and Mortgage under this Agreement.

19. Resale Enforcement. If Purchaser has initialed *Resale to an Owner-Occupant* box on Page 2 of this Agreement and this use obligation was accepted by Seller, Purchaser agrees to make reasonable and timely efforts in good faith to resell the Premises to an owner-occupant following completion of the renovation work. Purchaser agrees to market the Premises with a licensed real estate agent or under similar means until an owner-occupant is accepted and cleared to close. If Purchaser has complied with this obligation for at least sixty (60) days after completion of the renovation work and is unable to sell the Premises to an owner-occupant because Purchaser: (a) does not receive an offer for the Premises at or near fair market value; or (b) cannot close due to an intended buyer's financial inability following an accepted offer, then on request Seller may release Purchaser from its obligations under this Section 19. The

Renovation Enforcement Note and Mortgage will secure the obligations of this Section 19, as applicable, and a violation of this Section 19 will be enforced as a Default of the Renovation Enforcement Note and Mortgage under this Agreement.

20. Property Maintenance and Utilities. Seller will maintain the Premises in their current condition as practicable as possible pending closing. Seller will be responsible for payment of all utilities charges incurred directly by Seller during its time of possession prior to the date of title transfer, if any, including charges for water, electric, gas, sewer and storm water. Purchaser will transfer all utility services into Purchaser's name within 48 hours of title transfer. Purchaser will refund Seller for all expenses and all utility charges incurred by Seller due to Purchaser's failure to transfer all utility services as set forth here. All damages, risks, and liabilities of any kind related to the termination of utility services at the Premises are the sole responsibility of the Purchaser.

21. Owner Occupancy Obligations. If Purchaser has initialed the *Keep for Owner-Occupancy* box on Page 2 of this Agreement and this use obligation was accepted by Seller, Purchaser agrees to occupy the Premises as an owner-occupant following completion of the renovation work. To enforce the obligations of this Section 21, Seller may request from Purchaser satisfactory proof of residency on the Premises. If Purchaser is unable to occupy the Premises as an owner-occupant following completion of the renovation work, Purchaser may explain such reasons to Seller in writing and Seller may choose to release Purchaser from its obligations under this Section 21 for extraordinary cause shown. The Renovation Enforcement Note and Mortgage will secure the obligations of this Section 21, as applicable, and a violation of this Section 21 will be enforced as a Default of the Renovation Enforcement Note and Mortgage under this Agreement.

22. Financial Review of Purchaser. If requested by Seller, Purchaser agrees to undergo a pre-purchase financial review by Seller or Seller's designated agent at Seller's sole expense. This financial review will determine if Purchaser has the financial means to purchase, renovate, and meet ongoing financial expenses related to the Premises following satisfaction with this Agreement and the Renovation Enforcement Note and Mortgage. Purchaser's compliance with this Section 22 to the satisfaction of Seller is a condition to closing.

23. Marketing. Upon satisfaction of the Renovation Enforcement Note and Mortgage, Purchaser authorizes Seller to place removable signage for a reasonable period in the front of the Premises identifying it as a renovated building and a non-exclusive and irrevocable license to publish photos of the Premises at Seller's discretion without further notice to Purchaser.

24. Termination; Survivability. Seller or Purchaser may terminate this Agreement prior to closing with two (2) days written notice to the other party for good cause shown. Good cause includes, without limitation, Purchaser's unwillingness or inability to honor the terms of this Agreement or Seller's good faith belief that Purchaser will be unable to honor the terms of this

Agreement. If Purchaser terminates this Agreement without good cause shown, Seller reserves the right to withhold review of future offers from Purchaser. This Agreement will survive and remain in full effect following transfer of title from Seller to Purchaser and until all obligations of Purchaser made to Seller are satisfied.

25. General Provisions. The following provisions apply to all sections and parts of this Agreement: (a) upon Acceptance, this Agreement will be binding upon each of the parties and their respective heirs, legal representatives, successors, and assigns; (b) this Agreement may not be assigned by Purchaser without the prior written consent of Seller; (c) this Agreement will be governed by and interpreted under the laws of the State of Ohio; (d) time is of the essence in the interpretation and implementation of this Agreement; (e) by signing this Agreement, Purchaser and Seller each represent that they are of legal age and capacity and have all requisite authority to enter into this Agreement; (f) this Agreement may be executed in counterparts, each of which will constitute an original; (g) this Agreement may be executed by the parties, or either of them, by electronic signature; (h) any notices required by this Agreement will be in writing and delivered by any customary means and will be deemed given by actual receipt or two days after delivery, whichever comes first; (i) receipt of any notice required by this Agreement by Purchaser's agent will be deemed receipt of the notice by that party; (j) "**days**" means calendar days unless otherwise specified; and (k) this Agreement contains the entire agreement between the parties and there are no agreements, representations, or warranties, oral or written, which are not set forth in this Agreement itself.

26. Attorney Review. This Agreement is subject to rescission in writing by Purchaser and Seller after review by their respective attorneys within three (3) business days after Acceptance. **FAILURE TO RESCIND WITHIN SUCH PERIOD WILL CONSTITUTE A WAIVER OF THE RIGHT OF RESCISSION.**

[The remainder of this page left intentionally blank]

27. Additional Terms. Any additional terms to this Agreement must be provided below, or attached as a separate writing that references the Premises and the parties, and be signed and dated by both parties to be effective.

PURCHASER(S):

SELLER:

[*PRINTED NAME*]

KNOX COUNTY LAND BANK

Date

Jeffry Harris, President Date

**ANY CHANGES TO ORIGINAL OFFER OR THIS PRINTED AGREEMENT MUST BE INITIALED BY
SELLER AND PURCHASER TO BE EFFECTIVE.**

FOR EXAMPLE ONLY – DO NOT WRITE ON THIS PAGE

Renovation Inspection Report

Property Address: _____

Parcel #: _____

Inspector: _____

Date: _____

Units: _____

DESCRIPTION OF PROPERTY FEATURE INSPECTED		COMPLIANT?	
		YES	NO
1	Structural members are relatively free from deterioration and appear capable of supporting their loads.		
2	Foundation walls appear to be in good condition.		
3	Exterior walls appear to be in good condition.		
4	Roof appears maintained and weather resistant.		
5	Windows and doors appear secure, maintained and weather resistant.		
6	Plumbing is properly installed, functional, and free from defects or leaks.		
7	Electrical is properly installed, functional and appears free from safety hazards.		
8	HVAC & duct system is properly installed, functional, and free from safety hazards.		
9	Mechanical and electrical appliances, including water heater and kitchen appliances, are properly installed, functional, and free from safety hazards.		
10	All interior and exterior areas of the property are maintained and free from debris, rubbish and garbage, and free from infestation.		
11 LS	All exterior painted surfaces are free from deterioration, peeling, chipping, crazing, flaking, and cracking. The dripline is free of bare soil.		
12 LS	All interior painted surfaces, including window sills and window troughs, are free from deterioration, peeling, chipping, crazing, flaking, and cracking.		

SUBMISSION AND DECISION MAKING

Once completed, this contract, including all its required supporting documentation, should be submitted via email, US Postal Service mail, or hand-delivered as listed below:

If via EMAIL:

jgottke@knoxadf.com

If via US Postal Service MAIL:

Knox County Land Bank
P.O. Box 29
Mount Vernon, Ohio 43050

If via HAND-DELIVERY:

507 West High Street
Mount Vernon, Ohio 43050

Within thirty (30) days of receipt by the Knox County Land Bank, this document will be reviewed and verified. A prospective purchaser, once his or her offer is selected, will be notified and a fully executed copy of this contract will be provided.

The Knox County Land Bank is a quasi-governmental agency subject to Ohio's Public Records Law and is controlled by a five-member board of directors. In making decisions to sell property, the Knox County Land Bank follows a fair and transparent process. Any interested persons may submit a transfer contract and it will be fully evaluated according to established disposition protocols. A full copy of these disposition protocols is available online at www.knoxadf.com.

For more information or assistance in completing this document, please contact Jeff Gottke, Vice President for the Knox County Land Bank, via phone at (740) 507-0099 or email at jgottke@knoxadf.com. **Note the Knox County Land Bank will NOT provide legal advice in your completion of this contract; please review this document in full with your legal advisor.**