



**Land Bank/Conveyance Application Procedure**

Applicant: \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Parcel # \_\_\_\_\_

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

Purchase Offer: \_\_\_\_\_

Date completed

- \_\_\_\_\_ Send Application to adjoining property owners
- \_\_\_\_\_ Trustee Approval of property Conveyance and fees
- \_\_\_\_\_ Collection of fees
- \_\_\_\_\_ Send Conveyance Application to Attorney for Quick Claim Deed Preparation
- \_\_\_\_\_ Trustee signatures on Quick Claim Deed with Notary witness
- \_\_\_\_\_ Return to Attorney for Recording of Deed
- \_\_\_\_\_ Attorney fees