

# Quiet Title Program Fall 2020

[Click here to learn more about the Quiet Title Program](#)

**Birmingham Land Bank Authority**

**Quiet Title Program Instructions**

**This application is used by the staff of the Birmingham Land Bank Authority (BLBA) to field inquiries from persons or organizations interested to acquire property. Before you submit an application, please review our guidelines.**

Please note:

BLBA is offering properties for lease, potential purchase or transfer to applicants that still have to be acquired from the State of Alabama Department of Revenue. There is no guarantee that BLBA will be able to convey the property you are requesting. Applicant assumes all risk for acquiring the properties as-is. BLBA cannot be responsible for certifying to the Applicant:

- \*The condition of the property
- \*Whether a structure or partial structure is on the property
- \*Whether the property has adequate access and egress
- \*Whether the property is in a flood plain or has a high risk of flooding
- \*If there are any vehicles, rubbish, or illegally dumped materials on the property
- \*If there are currently residents living on the property, legally or illegally
- \*Whether the property is connected to electric, water, or sewer

In submitting this application, you accept the risk implied.

BLBA requires the applicant to submit current photographs taken from the public right of way for any property you are requesting. This is to ensure that the applicant is aware of the property condition and has visited the property recently. Photographs must be current. No online mapping service images/ Google Street view accepted.

- \*Each application must be complete before it can be reviewed by BLBA staff. Incomplete applications will not be reviewed.
- \*You can start an application and leave it complete at a later time. Simply log into the application to finish it.
- \*Applicants may be required to provide documents to support their application. If you do not have these documents or have questions, please review our FAQ or contact staff through the contact page on the [BLBA website](#).
- \*Applicants must state the intended use for the parcel. The intended use must comply with the City of Birmingham Zoning Code. For questions about compliance with Zoning, please contact the Zoning Department at 205.254.2211 or visit the [City of Birmingham Planning, Engineering and Permits Website](#).
- \*Any applicant who receives a parcel from the BLBA will be required to maintain that property according to city ordinances and BLBA program guidelines. Failure to comply may result in the Applicant forfeiting the property back to the BLBA and a possible ban from participating in BLBA programming.

\*Please provide as much detail about how you intend to use the parcel. Applications that lack clear explanations for the intended use may be declined or returned.

Consider the following items:

- Site-preparation/Demolition
- Utility Connections
- Framing
- Electrical.
- Plumbing and Mechanical

- Interior and Exterior Work

## Submit Request for Quiet Title Program

Before submitting your application, here are some things to remember:

- The electronic application requires that you upload program specific documents.
- If your application is incomplete, it will be denied, and you will have to resubmit your application.
- Properties cannot be reserved by submitting an incomplete application, so be sure you have everything you need before you begin!
- Have you paid taxes on all of your properties? If not, you are not eligible for this program.
- Are your properties free and clear of code violations? If not, you are not eligible for this program.
- Do you have all of the documents ready to upload?

### Applicant Information

Applicant #:  
 Type:  
 Legal Name:  
 First Name:  
 Last Name:  
 Email:  
 Telephone:

Address:  
 City:  
 State:  
 Postal Code:

### Contact Information

Same as above: No  
 First Name:  
 Last Name:  
 Email:  
 Telephone:

### Selected Properties

<input type="checkbox"/>	Parcel No	Address	City	Postal Code
No records found.				

### Additional Applicant Information and Eligibility

Applicant Middle Name:  
 Applicant is applying as :\*  
 What legal name do you intend to take title under?:\*  
 Name of Business or Non-Profit:  
 Applicant Phone: \*  
 Applicant Alternate Phone:  
 Applicant Email: \*  
 Key Contact Person for Applicant: \*  
 Key Contact Email Address:  
 Key Contact Phone Number:  
 Please enter YOUR physical home address. Incorrect or misleading answers will disqualify applicant. P.O. Boxes are not accepted.:\*

Are you a renter?:\*

Are you a City of Birmingham Employee:\*

Do you have any family or business partners that work for the City of Birmingham:\*

Are any of these parties City of Birmingham employees:\*

Are any of these persons related by blood or marriage to City officials or employees:\*

Please list family or business partners that are employed by the City of Birmingham:\*

Are you actively pursuing property acquisition through the Land Bank on any other properties or under any other names/organizations? If so, please list other names/organizations and property addresses.:\*

Identify all owners, directors, substantial investors in and partners of the Applicant Entity or project:\*

List all entities or businesses in which applicant is making application for BLBA programming under:

Are you a homeowner?:\*

If you are a homeowner, do you currently have a will for your property instructing your heirs?:\*

[History](#)

[Applicant Eligibility](#)

Birmingham Land Bank Authority Programming is geared toward creating partnerships.

The BLBA and City of Birmingham is extinguishing municipal liens and assessments and expending staff time and resources with the understanding that the purchaser will maintain and develop the property and pay taxes on it. Strong consideration will be given to applicants whose stated intended use, capacity and experience align with the mission and goals of the BLBA.

Along those lines, applicants must demonstrate capacity to complete proposed purchases and projects. Evidence of irresponsible property ownership is also taken into account in evaluating eligibility. Please answer the following questions which will guide the BLBA on initial applicant eligibility.

Do you or any entities that you control owe any delinquent property taxes or own any property that has been foreclosed on by the State Department of Revenue?:\*

Have you or any entities that you control ever been cited for zoning or property maintenance code violations?:\*

Do you or any entities that you control currently own any property that is in violation of Alabama or local building, housing, environmental or health codes or has a history of code violations or own a property that would likely be cited for a code violation if inspected today? Staff routinely sends inspectors out to examine the condition of applicant owned properties (Roofing, Landscaping, etc.):\*

Have you or any entities that you control ever defaulted or failed to perform in an agreement with the Birmingham Land Bank Authority:\*

Are you a former owner or related to

the former owner of the property?:\*

If you answered yes to any of the above questions, please upload a detailed summary outlining the circumstances.:

Do you or any entities that you control own property in the City of Birmingham?:\*

If you answered yes to the question above, please upload a single document listing all properties owned in the City of Birmingham and their status.:

Please upload pictures of all properties that you or any entities that you control own in the City of Birmingham.:

**If you answered yes to any of these categories, please give a brief explanation. Staff may ask for additional information on the status of the property, such as the timeline of renovation, tax payment information, and similar questions. As a part of the review of this application, BLBA Staff will review records from City Offices (such as Code Enforcement), Courts, and other available records. Failure to honestly answer these questions may result in the rejection of the application and exclusion from the program.**

**If you have any questions about components of this application, please submit them through the [contact page on your website by clicking here.](#)**

 [Property Photograph](#)

In order to process your application, we need you to visit the property and take one photograph from the public right of way.

In other words, do not go on the property to take your picture. Remain on the sidewalk, in the street, or in the alley, all "public rights of way."

**Satellite images or search engine images are not allowed may cause your application to be rejected.**

After uploading your file, click Upload in the dialog window to save your changes:\*

Is anyone occupying or maintaining the property?:\*

**If you have any questions about components of this application, please submit them through the [contact page on your website by clicking here.](#)**

 [Maintenance/Development Plan](#)

**[Learn how to check a property's tax delinquency by clicking here.](#)**

**We are working to update the data. You must verify the property's status before completing this application**

Have you verified that the property is tax delinquent and has been sold to state for at least five years?:\*

**Please review the following and select which item best describes your plans for the property**

**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 submit additional information 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 deed restrictions.

**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 deed restrictions.

**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 Birmingham, you may be asked to submit additional information to ensure you have the financial ability to sustain your rental properties and meet tenant expectations.

Please select the option below that best illustrates how you intend to use the property after you purchase it. Choose one of the following options. BLBA staff takes your committed plans for use seriously. A buyer found to misrepresent his or her intended use of the property may be barred from subsequent participation in BLBA programming.:

If you plan to use the property for rental: Provide monthly income and expense budget for property and a description of management procedures, standard lease agreement and anticipated market to be served. Type N/A if this is not applicable.:

[Visit the Birmingham Department of Planning, Engineering and Permits web page to learn more about Zoning, Code and Building Permits.](#)

Does your planned use violate what the property is currently zoned for?:

**Cost Estimate**

Demolition\_Site -Prep Cost Estimate:

Framing Estimate:

Electrical Cost Estimate:

Plumbing Cost Estimate:

HVAC Cost Estimate:

Roofing Cost Estimate:

Exterior Cost Estimates:

Interior Cost Estimate:

Total Anticipated Estimated Cost to complete project:

Complete project.

**If you have any questions about components of this application, please submit them through the [contact page on your website by clicking here.](#)**

Expected Project Completion Time.  
We expect the majority of projects to be complete within one year from the date of closing.:

Renovation or construction work will be performed by the following (Any individual performing work that, under City of Birmingham Regulations, requires the pulling of permits must be a licensed contractor in the State of Alabama.):

- Applicant or a Family Member
- Licensed Contractor
- Local Handyman

Please upload a listing of prior experiences that have prepared you or contractor to commence a construction or renovation project.:

**Funding the Project**

Purchase offer amount. (The Base Fee is \$5,000.00 plus closing costs):

Total Anticipated Renovation Costs:

Total Anticipated Investment in the property:

Upon approval of your application, please be prepared to provide written proof of the funding that you will use to pay the costs of completing the project that you have identified.

Check every applicable box that applies to your situation

How will you fund project:

**Please submit drawings/sketches, renderings or a detailed summary outlining steps needed to complete your project as attachments to this application. We understand that you cannot fully know what all is involved without inspection. We would like you to talk through your plans. Be as specific and detailed as possible as evidence of consideration of all steps in the process will be weighted in the evaluation of this application**

Project Details:

**I hereby certify that I have read this application and that all information contained herein is true. If any portion of this information, either intentionally or unintentionally, is false or is a misrepresentation of the material facts, this Maintenance/ Development Plan will be void and will not be approved.**

eSignature:\*

**\*The BLBA cannot guarantee the acquisition or availability of the properties requested.**

**\*The BLBA does not knowingly pursue properties that are occupied.**

**\*Take photos of properties from the right-of-way in accordance with property laws.**

**\*Submitting an application does not obligate the BLBA to enter into contract with an applicant.**

**\*The BLBA reserves the right to deny all applications.**

**Thank you for working with us to improve the City of Birmingham!**

Thank you for your interest in the Birmingham Land Bank Authority. We will review your request and contact you at the appropriate time.

Please note the following disclaimers:

**\*The BLBA cannot guarantee the acquisition or availability of the properties requested.**

**\*The BLBA does not knowingly pursue properties that are occupied.**

**\*Take photos of properties from the right-of-way in accordance with property laws.**

**\*Submitting an application does not obligate the BLBA to enter into contract with an applicant.**

**\*The BLBA reserves the right to deny all applications.**

Thank you for working with us to improve the City of Birmingham!