

How to Engage with CCLBA

Visit our website:

www.cookcountylandbank.org

- Click "e-Newsletter Signup" - to receive property listings and meeting notices
- Click "View Properties" – to express interest in a particular property

Once a property is identified, use online application to express interest

- First-time users must create a log-in and password
- Must verify credentials via email
- Use this log-in and password for future applications

CCLBA will contact you via email within 5 business days to confirm receipt

- Time to grant access properties is 5 business days.
- Access is granted via lockbox code, open house or appointment with listing broker.
- Offer instructions will be provided via email when application has been approved.

Email

info@cookcountylandbank.org to schedule an appointment

- Strategic partnerships
- Multiple acquisitions
- Community plans
- Property inquiry

COOK COUNTY LAND BANK AUTHORITY

Buyer Evaluation Criteria Snapshot

This competitive offer process is intended to result in the selection of a buyer (homebuyer or developer) who demonstrates the capacity and qualifications outlined in the Cook County Land Bank Authority's Policies and Procedures which are located at www.cookcountylanbank.org

Financial Capacity

The buyer provides evidence of sufficient funds for the purchase and renovation of the property.

- Cash – Bank Statements dated within 30-45 days of application.
- Pre-Approval from Lender – Dated within 30-45 days of application ▪ Line of Credit – Statements dated within 30-45 days of application.
- Investment Statements – Dated within 30-45 days of application.
- Grant approval – Dated within 60 days of application.

Professional Qualifications, Experience and Capacity of Developer & Team

Single Family Home:

Buyer/Development Team assigned to this project demonstrate the qualifications and experience necessary to fulfill their respective roles and responsibilities.

- A. Work Samples/Photos
- B. Addresses for previous work

For newer developers, partnering with an experienced developer, please indicate the following:

- A. Name of partner or mentor
- B. Copy of general contractor's information
- C. Trade experience

Commercial/Industrial/Multi-Family/Mixed-Use:

- The Developer demonstrates the composition, depth, and qualifications in prior successful roles as developer in similar projects.
- Quality and amount of experience of team and individual team members in planning, designing, developing, and constructing projects of similar size and complexity.
- Experience and success in long-term operation and management of projects of similar size and use where applicable.

Scope of Work and Budget:

The scope of work addresses the current condition of the building and permitting.

The budget supports the scope of work needed to complete the project.

Exterior Construction Elements:

- A. Roofing
- B. Masonry/Tuckpointing
- C. Siding/Gutters
- D. Porches
- E. Doors/Windows
- F. Sidewalks/Steps
- G. Landscaping/Fencing

Interior Construction Elements:

- A. Kitchen
- B. Appliances
- C. HVAC
- D. Electrical
- E. Plumbing
- F. Flooring
- G. Lighting
- H. Trim Carpentry
- I. Bathrooms
- J. Basement
- K. Layout Change

Offer Minimum Bid Amount:

Priority is given to offers meeting the minimum bid price.

MBE (Minority Owned Business Enterprise/WBE (Women Business Enterprise) & Local Hiring

- A. Buyer is MBE/WBE - Self Reported
- B. Creativity and extent of plan to create jobs and build workforce.
- C. Extent to which applicant maximizes employment, business, and training opportunities for community.

Sustainability and Community Building--Zoning & Tax Incentives:

- A. The degree to which the applicant’s project will employ sustainable methodologies across the three categories described (Environmental, Economy, and Social).
- B. The applicant’s strategy for enhancing the economic health of the community through the development of the project.
- C. The impact of the project on the community and the surrounding neighborhoods, and the extent of collaboration with the other stakeholders.
- D. Supports an approved community planned use/initiative and buyer should name the use/initiative (i.e., Invest South-West, Micro Markets Recovery Program).
- E. Project meets zoning.
- F. If a project requires zoning change, outline steps taken and needed for zoning change.

Initial Application

Use this application to submit your initial interest and gain access to the property. Once you submit this application and visit the property, you will be able to submit an offer for the property and scope of work.

Instructions:

1. Please fill out and complete the following application. (see below)
2. Once completed, please submit your application by clicking, "Submit" at the top of the screen. You are able to save this application at any time and complete it at a further date if necessary.
3. Upon submission, you will receive access/offer instructions to the property via email within five (5) business days. If you have not heard from the CCLBA by that time, please call the CCLBA at (312) 603.8015 and ask to speak to an Acquisitions Specialist.
4. After viewing the property, please fill out an Offer Application if you would like to make an offer. Be prepared to submit a scope of work as well as photos of previous rehabs at that time.
5. Once the Offer Application has been completed, CCLBA will review the offer and make a decision as stated in the access/offer email you receive.

NOTE: Receipt of this application does not assign any obligation upon the CCLBA to convey property to the applicant or any applicant. Only one property may be submitted per application. If you wish to apply for more than one property, please submit a separate application for that property.

Applicant Information

Applicant Type: Person Organization

Address:*
City:*
State:*
Postal Code:*

First Name:* _____ (🗑)

Last Name:* _____ (🗑)

Email:* _____ (🗑)

Telephone:

Contact Information

Same as above:

First Name:*

Last Name:*

Email

Telephone

Selected Properties

| <input type="checkbox"/> | Parcel No | Address | City | Postal... |
|--------------------------|-----------|---------|------|-----------|
| <input type="checkbox"/> | ... | | | |

ACCESS & INDEMNIFICATION AGREEMENT

1. RIGHTS OF ACCESS; INSPECTION: Prospective Purchaser, its counsel, accountants, agents and other representatives, shall have limited access to the Property, upon reasonable notice to and written approval by the Cook County Land Bank Authority ("CCLBA"). At times approved by CCLBA in writing, Prospective Purchaser and its agents and representatives shall have the right to enter upon the Property for any purpose related to this proposed transaction, including inspecting, surveying, and such other work as CCLBA approves (the "Inspections"), provided that CCLBA shall bear no expense in connection therewith. Prospective Purchaser shall promptly pay to repair any damage caused by Prospective Purchaser or Prospective Purchaser's agent arising out of the Inspections. Prospective Purchaser's right of access for Inspections is further conditioned on Prospective Purchaser's agreement, as set forth herein, to indemnify and hold CCLBA harmless from and against any damage, claim, liability or cause of action arising from or caused by the actions of Prospective Purchaser, its agents, or representatives upon the Property.

2. COMPLIANCE WITH LAWS AND DUE CARE: Prospective Purchaser agrees to comply with all local, state, and federal laws, rules and ordinances applicable to the Inspections. Prospective Purchaser further agrees to exercise due care in the entry and the performance of all Inspections on the Property, and not to interfere with or interrupt CCLBA or any other party's activities or operations on the Property or surrounding areas.

3. PROPERTY CONDITION: CCLBA makes no representation with regard to the condition of the Property. Prospective Purchaser enters the Property at his/her/its own risk. Prospective Purchaser agrees to inform all employees and agents of the threat posed by unknown conditions on the Property.

4. TERMINATION: CCLBA may terminate this Agreement at any time, upon sufficient notice to allow Prospective Purchaser to immediately end all access and Inspections. Prospective Purchaser's indemnification obligation shall survive termination.

5. INDEMNIFICATION: The Prospective Purchaser agrees to indemnify and fully protect, defend, and hold the CCLBA, its officers, directors, employees, representatives, agents, attorneys, tenants, brokers, successors or assigns harmless from and against any and all claims, costs, liens, loss, damages, attorney's fees and expenses of every kind and nature that may be sustained by or made against the CCLBA, its officers, directors, employees, representatives, agents, attorneys, tenants, brokers, successors or assigns, resulting from or arising out of:

6. AUTHORITY TO EXECUTE: The Prospective Purchaser hereby warrants and represents to CCLBA that the person(s) executing this Agreement on its behalf have been properly authorized to execute this Access and Indemnification Agreement on behalf of Prospective

Purchaser.

Prospective Purchaser acknowledges that Prospective Purchaser has the opportunity to retain and consult with legal counsel regarding this Agreement. Prospective Purchaser further acknowledges that if, at any time during this transaction, Prospective Purchaser elects to proceed without the assistance of counsel, Prospective Purchaser has done so freely. If this waiver correctly reflects your understanding of our mutual intent with respect to rights of access and inspections, please so indicate by initialing this Access and Indemnification Agreement and submitting this application.

In submitting my name, I acknowledge that I have read the Access & Indemnification Agreement and will abide by the stated terms and conditions.*

Please supply a valid phone number so that the respective Acquisition Specialist can reach out to you in regards to your application.*

1. Please select from the following the priorities that align most closely to your organization's purpose in applying for property from the Cook County Land Bank Authority. (You may select more than one priority):*

2. The applicant is (check one):*

3. As the applicant, I acknowledge that I am the purchaser and/or a party of the organization acquiring the property.:

4. If applicable, provide the legal status of your organization:

5. Is your organization a Women's Business Organization (WBE) and/or a Minority Business Organization (MBE)?: MBE WBE

6. Please describe your past experience developing and managing real property. How many properties, including total housing units, are you currently responsible for managing?:*

7. How many properties have you developed/redeveloped and sold in the last 24 months? If you have properties, please provide the address(es) of up to three (3) properties that have been developed/redeveloped within the past 24 months:*

8. Have you ever been convicted of mortgage related fraud?:* No Yes

9. Has the applicant and/or any of the applicant's owners/directors been barred from doing business with any other local government entity?:* No Yes

10. Does applicant and/or any of the applicant's owners/directors currently own property in Cook County with unresolved federal, state, or local code violations?:* No Yes

11. Does the applicant and/or any of the applicant's owners/directors currently own property in Cook County that is delinquent on any applicable property taxes, meaning any outstanding property taxes assessed to the property are past due?:* No Yes

12. Does the applicant and/or any of the applicant's owners/directors currently own property in Cook County for which there are outstanding unpaid municipal fines or judgments, meaning that any fines or judgments issued against the property are currently unpaid?:* No Yes

13. Is the applicant seeking to acquire property which has been used as a primary residence by a relative or family member of the applicant and/or any of the applicant's owners/directors during any portion of the 12 months preceding the application?:* No Yes

14. Is the applicant legally authorized to acquire and hold title to the subject parcel/property?:* No Yes

- 15. Is the applicant willing and able to complete any necessary rehab on the property and to have it ready for productive use in not less than twelve (12) months from the date it is transferred to applicant?:* No Yes
- 16. Is the applicant willing to accept responsibility for maintaining the property in accordance with all applicable laws and property maintenance codes, including vacant building requirements?:* No Yes
- 17. Is the applicant willing to accept responsibility for paying all property taxes due on the property from the date it is conveyed to the applicant? :* No Yes
- 18. Are you a CCLBA employee or member of their family?:* No Yes
- 19. Are you a CCLBA appointed officer or member of their family?:* No Yes
- 20. Are you a CCLBA vendor or member of their family?:* No Yes
- 22. Within the past year, were you a CCLBA employee or member of their family?:* No Yes
- 23. Within the past year, were you a CCLBA appointed officer or member of their family?:* No Yes
- 24. Within the past year, were you a CCLBA vendor or member of their family?:* No Yes
- 25. Within the past year, were you a County elected official or member of their family?:* No Yes
- 26. Applicant confirms and attests that no CCLBA employee, Cook County elected official, CCLBA appointed officer, CCLBA vendor, or any immediate family member of an CCLBA employee, Cook County elected official, CCLBA appointed officer, or CCLBA vendor, will have a financial or ownership interest in the Property as a result of CCLBA's sale of the Property to Applicant:* No Yes
- 27. Applicant has reviewed, understands and will comply with the Cook County Land Bank Authority's Conflict of Interest Policy at all times:* No Yes

Thank you for completing the application. Please click, "Submit" located at the top of this page, and a CCLBA representative will respond to your initial application within five (5) business days.

Cook County Land Bank Authority
 69 W. Washington St.
 Suite 3100
 Chicago, IL 60602
 (312) 603.8015 | info@cookcountylandbank.org

Offer Application

Use this application to make an offer AFTER you have completed the initial application and paid a visit to the property.

Instructions:

1. Please fill out and complete the following application. (see below)
2. Once completed, please submit your application by clicking, "Submit" at the top of the screen. You are able to save this application at any time and complete it at a further date if necessary.
3. Upon submission, a CCLBA acquisitions specialist will review your offer, make a decision, and contact you within the previously established timeline.

Receipt of this application does not assign any obligation upon the CCLBA to convey property to the applicant or any applicant. If you have any questions or concerns, please free free to contact us at (312) 603.8015, or by email at info@cookcountylandbank.org.

| Applicant Information | |
|---|---|
| Applicant Type: <input checked="" type="radio"/> Person <input type="radio"/> Organization | Address:* City:* State:* Postal Code:* |
| First Name:* | |
| Last Name:* | |
| Email:* | |
| Telephone: | |

| Contact Information |
|--|
| Same as above: <input checked="" type="checkbox"/> |
| First Name:* |
| Last Name:* |
| Email:* |
| Telephone: |

| Selected Properties | | | | |
|--------------------------|-----------|---------|------|-----------|
| <input type="checkbox"/> | Parcel No | Address | City | Postal... |
| <input type="checkbox"/> | | | | |

Please fill out the following fields and submit the application. Once submitted, a CCLBA Acquisitions' Specialist will respond to you directly in a timely manner.

1. I acknowledge that I have visited the property and have a prepared scope of work ready for submission.:

2. What is the planned end use for the property upon completion of rehab?:*

- Occupy for Homeownership
- Rent the Property
- Sell to A Homeowner
- Side Lot - Homeowner

3. What is your offer for the property/parcel?:*

4. Please describe how you & your organization will fund the purchase and/or rehab of this property.:*



5. Please briefly describe how you will secure the property upon receiving title from the CCLBA. If you have a vendor identified who will be responsible for securing the property, please provide the name and contact information of the vendor.:*

6. Attach proof of funds/pre-approval Letter for purchase of property as well as rehab (Please remember to hit, 'Upload' twice):*

7. Attach scope of work, including itemized costs of renovation (Please remember to hit, 'Upload' twice):*

8. If you are not using a contractor and intend on completing the work yourself, please provide a quick summary of your work experience. If you are not currently working on a project, please provide photos of any past work.:

9. Previous Work Samples (if applicable):

10. Will the applicant be requesting a zoning variance for the property in question?:*

11. Please input the current zoning of the property the applicant is applying for:*

Thank you for completing the application and making an offer on a CCLBA property! Please click the, "Submit" button located at the top of this page to complete the application, and a CCLBA acquisitions specialist will review the application and make a decision based on the timeline previously established.

| | | |
|------------------------------------|-------------------------|---|
| Client Name: | SAMPLE SCOPE PROPERTIES | |
| Property Address: | 123 MAIN ST | |
| Current Property Type: | 2 Unit | |
| Post Rehab Property Type: | 2 Unit | |
| Level of Finishes: | 3 Levels | |
| List Structural Changes: | No Changes | |
| Final Bed/Bath Count: | 6 | 6 |
| Exit Strategy (sell or refinance): | Sell | |

"EXHIBIT A" SCOPE OF WORK

| PHASE 1: PRE-CONSTRUCTION | Original Amount | Net Adjustments | Adjusted Total | Description |
|-------------------------------|--------------------|-----------------|--------------------|-------------|
| Drawings | \$ - | \$ - | \$ - | |
| Permits | \$ 3,000.00 | \$ - | \$ 3,000.00 | |
| Expeditor | \$ - | \$ - | \$ - | |
| Alarm/Security | \$ - | \$ - | \$ - | |
| Temporary Fencing | \$ - | \$ - | \$ - | |
| Portable Toilets | \$ - | \$ - | \$ - | |
| Engineering Fees | \$ - | \$ - | \$ - | |
| Architectural Fees | \$ - | \$ - | \$ - | |
| Utilities | \$ 1,000.00 | \$ - | \$ 1,000.00 | |
| TOTAL PRE-CONSTRUCTION | \$ 4,000.00 | \$ - | \$ 4,000.00 | |

| PHASE 2: DEMOLITION | Original Amount | Net Adjustments | Adjusted Total | Description |
|-------------------------|---------------------|-----------------|---------------------|-------------|
| Interior Demo | \$ 20,000.00 | \$ - | \$ 20,000.00 | |
| Exterior Demo | \$ - | \$ - | \$ - | |
| Dumpsters | \$ 5,000.00 | \$ - | \$ 5,000.00 | |
| TOTAL DEMOLITION | \$ 25,000.00 | \$ - | \$ 25,000.00 | |

| PHASE 3: CORE AND SHELL | Original Amount | Net Adjustments | Adjusted Total | Description |
|-----------------------------|---------------------|-----------------|---------------------|--------------|
| Excavation | \$ - | \$ - | \$ - | |
| Foundation | \$ - | \$ - | \$ - | |
| Underground Plumbing | \$ 5,000.00 | \$ - | \$ 5,000.00 | |
| Drain Tile | \$ 3,000.00 | \$ - | \$ 3,000.00 | |
| Sump Pump | \$ - | \$ - | \$ - | |
| Steel | \$ - | \$ - | \$ - | |
| Floor Joists | \$ - | \$ - | \$ - | |
| Subfloor | \$ 5,000.00 | \$ - | \$ 5,000.00 | |
| Rough Carpentry | \$ 10,000.00 | \$ - | \$ 10,000.00 | |
| Interior Stairs | \$ 2,000.00 | \$ - | \$ 2,000.00 | |
| Dormer | \$ - | \$ - | \$ - | |
| Roof | \$ 10,000.00 | \$ - | \$ 10,000.00 | |
| Masonry | \$ 10,000.00 | \$ - | \$ 10,000.00 | |
| Siding | \$ 5,000.00 | \$ - | \$ 5,000.00 | |
| Windows | \$ 15,000.00 | \$ - | \$ 15,000.00 | |
| Exterior Paint | \$ - | \$ - | \$ - | |
| Soffit/Fascia | \$ 3,000.00 | \$ - | \$ 3,000.00 | |
| Gutters | \$ 1,000.00 | \$ - | \$ 1,000.00 | |
| Landscaping | \$ 2,000.00 | \$ - | \$ 2,000.00 | Tree Removal |
| Walkways | \$ 2,500.00 | \$ - | \$ 2,500.00 | |
| Exterior Doors | \$ 2,500.00 | \$ - | \$ 2,500.00 | |
| Exterior Stairs | \$ - | \$ - | \$ - | |
| Porch | \$ 2,500.00 | \$ - | \$ 2,500.00 | |
| Deck | \$ - | \$ - | \$ - | |
| Driveway | \$ - | \$ - | \$ - | |
| Garage | \$ - | \$ - | \$ - | |
| TOTAL CORE AND SHELL | \$ 78,500.00 | \$ - | \$ 78,500.00 | |

| PHASE 4: HVAC | Original Amount | Net Adjustments | Adjusted Total | Description |
|---------------------------|------------------------|------------------------|-----------------------|--------------------|
| HVAC Rough | \$ 10,000.00 | \$ - | \$ 10,000.00 | |
| Furnace | \$ 3,000.00 | \$ - | \$ 3,000.00 | |
| Condensing Unit & Lineset | \$ 3,000.00 | \$ - | \$ 3,000.00 | |
| HVAC Trim | \$ 1,000.00 | \$ - | \$ 1,000.00 | |
| TOTAL HVAC | \$ 17,000.00 | \$ - | \$ 17,000.00 | |

| PHASE 5: ELECTRICAL | Original Amount | Net Adjustments | Adjusted Total | Description |
|------------------------------|------------------------|------------------------|-----------------------|--------------------|
| Electrical Rough | \$ 7,000.00 | \$ - | \$ 7,000.00 | |
| Electrical Finish & Fixtures | \$ 7,000.00 | \$ - | \$ 7,000.00 | |
| Low Voltage | \$ - | \$ - | \$ - | |
| TOTAL ELECTRICAL | \$ 14,000.00 | \$ - | \$ 14,000.00 | |

| PHASE 6: PLUMBING | Original Amount | Net Adjustments | Adjusted Total | Description |
|--------------------------|------------------------|------------------------|-----------------------|--------------------|
| Water Service Upgrade | \$ - | \$ - | \$ - | |
| Sewer | \$ - | \$ - | \$ - | |
| Plumbing Rough | \$ 8,000.00 | \$ - | \$ 8,000.00 | |
| Water Heater | \$ 2,000.00 | \$ - | \$ 2,000.00 | |
| Plumbing Trim & Fixtures | \$ 5,000.00 | \$ - | \$ 5,000.00 | |
| TOTAL PLUMBING | \$ 15,000.00 | \$ - | \$ 15,000.00 | |

| PHASE 7: DRYWALL AND DOORS | Original Amount | Net Adjustments | Adjusted Total | Description |
|-----------------------------------|------------------------|------------------------|-----------------------|--------------------|
| Insulation | \$ 5,000.00 | \$ - | \$ 5,000.00 | |
| Drywall, Tape, Sand | \$ 20,000.00 | \$ - | \$ 20,000.00 | |
| Finish Carpentry (Trim) | \$ 5,000.00 | \$ - | \$ 5,000.00 | |
| Interior Doors | \$ 3,000.00 | \$ - | \$ 3,000.00 | |
| Interior Paint | \$ 1,000.00 | \$ - | \$ 1,000.00 | |
| TOTAL DRYWALL | \$ 34,000.00 | \$ - | \$ 34,000.00 | |

| PHASE 8: FLOORS | Original Amount | Net Adjustments | Adjusted Total | Description |
|------------------------|------------------------|------------------------|-----------------------|--------------------|
| Hardwood Floors | \$ - | \$ - | \$ - | |
| Tile | \$ - | \$ - | \$ - | |
| Vinyl | \$ 3,000.00 | \$ - | \$ 3,000.00 | |
| Carpet | \$ - | \$ - | \$ - | |
| TOTAL FLOORS | \$ 3,000.00 | \$ - | \$ 3,000.00 | |

| PHASE 9: KITCHEN | Original Amount | Net Adjustments | Adjusted Total | Description |
|-------------------------|------------------------|------------------------|-----------------------|--------------------|
| Cabinets | \$ 6,000.00 | \$ - | \$ 6,000.00 | |
| Countertops | \$ 5,000.00 | \$ - | \$ 5,000.00 | |
| Backsplash | \$ - | \$ - | \$ - | |
| Plumbing Fixtures | \$ 500.00 | \$ - | \$ 500.00 | |
| Light Fixtures | \$ 500.00 | \$ - | \$ 500.00 | |
| Appliances | \$ 5,000.00 | \$ - | \$ 5,000.00 | |
| TOTAL KITCHEN | \$ 17,000.00 | \$ - | \$ 17,000.00 | |

| PHASE 10: BATHROOMS | Original Amount | Net Adjustments | Adjusted Total | Description |
|----------------------------|------------------------|------------------------|-----------------------|--------------------|
| BATHROOM # 1 | | | | |
| Tub | \$ 500.00 | \$ - | \$ 500.00 | |
| Shower | \$ 500.00 | \$ - | \$ 500.00 | |
| Tile | \$ 500.00 | \$ - | \$ 500.00 | |
| Vanity | \$ 400.00 | \$ - | \$ 400.00 | |
| Countertop | \$ 100.00 | \$ - | \$ 100.00 | |
| Plumbing Trim & Fixtures | \$ 500.00 | \$ - | \$ 500.00 | |
| Light Fixtures | \$ 500.00 | \$ - | \$ 500.00 | |
| Glass & Mirrors | \$ 500.00 | \$ - | \$ 500.00 | |
| Bath Accessories | \$ 500.00 | \$ - | \$ 500.00 | |
| TOTAL BATHROOM # 1 | \$ 4,000.00 | \$ - | \$ 4,000.00 | |

| BATHROOM # 2 | Original Amount | Net Adjustments | Adjusted Total | Description |
|---------------------------|--------------------|-----------------|--------------------|-------------|
| Tub | \$ 500.00 | \$ - | \$ 500.00 | |
| Shower | \$ 500.00 | \$ - | \$ 500.00 | |
| Tile | \$ 500.00 | \$ - | \$ 500.00 | |
| Vanity | \$ 400.00 | \$ - | \$ 400.00 | |
| Countertop | \$ 100.00 | \$ - | \$ 100.00 | |
| Plumbing Trim & Fixtures | \$ 500.00 | \$ - | \$ 500.00 | |
| Light Fixtures | \$ 500.00 | \$ - | \$ 500.00 | |
| Glass & Mirrors | \$ 500.00 | \$ - | \$ 500.00 | |
| Bath Accessories | \$ 500.00 | \$ - | \$ 500.00 | |
| TOTAL BATHROOM # 2 | \$ 4,000.00 | \$ - | \$ 4,000.00 | |

| BATHROOM # 3 | Original Amount | Net Adjustments | Adjusted Total | Description |
|---------------------------|-----------------|-----------------|----------------|-------------|
| Tub | \$ - | \$ - | \$ - | |
| Shower | \$ - | \$ - | \$ - | |
| Tile | \$ - | \$ - | \$ - | |
| Vanity | \$ - | \$ - | \$ - | |
| Countertop | \$ - | \$ - | \$ - | |
| Plumbing Trim & Fixtures | \$ - | \$ - | \$ - | |
| Light Fixtures | \$ - | \$ - | \$ - | |
| Glass & Mirrors | \$ - | \$ - | \$ - | |
| Bath Accessories | \$ - | \$ - | \$ - | |
| TOTAL BATHROOM # 3 | \$ - | \$ - | \$ - | |

****Please add itemization of work for additional kitchens or bathrooms****

| PHASE 11: OPTIONAL | Original Amount | Net Adjustments | Adjusted Total | Description |
|------------------------|--------------------|-----------------|--------------------|-------------|
| Other | \$ - | \$ - | \$ - | |
| Fireplace | \$ - | \$ - | \$ - | |
| Final Cleaning | \$ 1,000.00 | \$ - | \$ 1,000.00 | |
| Staging | \$ - | \$ - | \$ - | |
| Stucco | \$ - | \$ - | \$ - | |
| Closets | \$ - | \$ - | \$ - | |
| General Contractor Fee | \$ - | \$ - | \$ - | |
| Finish Carpentry | \$ - | \$ - | \$ - | |
| Underpinning | \$ - | \$ - | \$ - | |
| Footers | \$ - | \$ - | \$ - | |
| Contingency | \$ 8,500.00 | \$ - | \$ 8,500.00 | |
| TOTAL OPTIONAL | \$ 9,500.00 | \$ - | \$ 9,500.00 | |

| | | | | |
|--|----------------------|-------------|----------------------|--|
| Total Estimated Cost of Repairs | \$ 225,000.00 | \$ - | \$ 225,000.00 | |
|--|----------------------|-------------|----------------------|--|

Certification

I (we) certify that I (we) have personally inspected this property. To the best of my (our) knowledge we have identified all known repairs and will take action to correct. We will complete all repairs in a workmanlike manner and in compliance with all federal, state, county and local building codes.

Signature _____ Date: _____

Signature _____ Date: _____



CCLBA OFFER CHECKLIST 2023

Organizational Background

- Business Description
- Number of Employees
- Jobs Created in New Space
- Other Locations
- Articles of Incorporation or equivalent
- By-laws or equivalent
- Resumes for key staff and development team members

If applicable/available:

- Board of Directors list
- 501(c)3 acknowledgement letter

WEBSITE APPLICATION

- Complete online application at:
www.cookcountylandbank.org

Proposed Project's Financials

- Total Rehab Budget
- Sources and Uses Statement
- Letter of interest, approval, or award letters for grants, donations, or government contracts, proof of funds for cash contributions
- Contact information for all financing sources

Proposed Project Information

- Project Plan, Scope of Work, Photos, maps, renderings or mock-up of subject property
- Project timeline
- Samples of previous similar projects

If applicable:

- Letters of support from municipality, elected officials and community stakeholders

For more information, please contact:

Elisha Sanders, Acquisitions Specialist
(312) 603-8018
Elisha@cookcountylandbank.org

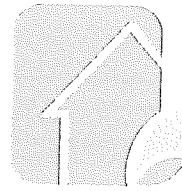
Cook County Land Bank Authority
69 W. Washington St., 31st Floor
Chicago, IL 60602
www.cookcountylandbank.org

CCLBA Frequently Asked Questions

1. **How can I purchase a property I saw with a CCLBA sign on it?** You can view all current available properties by logging onto our website at www.cookcountylandbank.org. However, by obtaining the exact legal address for the property, you can log on and use the address and review the property's details. If you're interested in purchasing after reading the details the initial application is also on our site to begin the process.
2. **I saw a property with CCLBA's sign on it, but it's not on the website?** If it's currently unpublished on our website, then it is not available for purchase. However, you are welcome to contact our office for confirmation or send an email to our info box at info@cookcountylandbank.org and leave your contact information, the address of the property and ask to be notified when it becomes available.
3. **Can I apply for more than 1 property at a time?** Yes, you can. I would advise if you chose to do so, make sure that you have a vision in mind when applying for these properties and funds readily available for purchasing as well.
4. **If I've purchased from the CCLBA in the past, do I complete all the steps again for a different property?** Yes, you do. The process is the same for everyone for every property past and present.
5. **Where can I find your list of available properties that you have now?** All of our current properties available are listed on our website at www.cookcountylandbank.org.
6. **Can I have access to a property without applying for it?** Unfortunately, no. You must complete an initial application to show interest in a property and then access will be granted (if accessible). If after viewing the property you would like to proceed with purchasing, you can then go back to our site and complete the bid offer application.

cclba

Cook County Land Bank Authority



7. **How long does it take to hear back after applying?** Our site advises up to 5 business days to review and respond to an applicant. Please be sure to check your email and your spam folder (as sometimes our responses bounce to it).
8. **What forms of payment are acceptable to acquire a CCLBA property?** The acceptable forms of payment can be submitted via money order or cashier's check. At closing funds would need to be wired to the closing company, instructions are given prior to closing by CCLBA attorney.
9. **Is there anything "special" that CCLBA does for non-for-profit agencies?** All buyers are evaluated on the same level. As it relates to pricing CCLBA pricing is highly discounted already, so no special preference is given.
10. **Once someone has been awarded a property, are other offer applicants made aware why they didn't receive it?** Yes, all applicants receive an email on the award date with the reason why the property was not awarded to them.