

# Maumee Valley Region Property Intake Form

*Williams, Henry, Fulton, Paulding, Putnam & Defiance County Land Banks*

Do you own a property that you would like to part with? By donating or selling it to the Land Bank, you can ensure it's put back to good use and contributes to a stronger community. Please complete this Property Intake Form so we can learn more about your property and explore next steps.

You are welcome to provide additional documentation (proof of ownership, site photos, etc) but it is not required at the time of intake and may be requested later. Please return this form and other documentation to the Land Bank's Grant Administrator, Maumee Valley Planning Organization (1300 E Second Street, Suite 200, Defiance, OH 43512), or you may opt to email documentation to Estee Blair at [ebclair@mvp.org](mailto:ebclair@mvp.org). Thank you for your interest in donating or selling to the Land Bank!

## Section 1: Property Information

Property Address:	City/Zip:
Parcel Number:	
County:	
Type of Property:	Residential      Commercial      Agricultural      Vacant Lot
Year Built (if known) & Prior Use/History:	
# & type of structures on the site:	
Do you wish to:	Donate      Sell – asking price: _____

## Section 2: Ownership & Contact

Property Owner Name(s):	
Point of Contact (POC) Phone Number:	
POC Mailing Address	
POC Email Address	
Contact Information of other owners or property manager:	

Section 3: Current Condition of Property					
Is the property occupied?	Yes	No	If yes, when will the unit be vacant?		
Are there major Structural Issues?	Yes	No	If Yes, from what?		
How is the property secured?	Doors are locked      Windows/Doors Boarded      Not Secure				
Utility Status					
Water	Village/City	Well	Cistern	In Use?	Yes      No
Sewer	Village/City	Septic		In Use?	Yes      No
Gas	Provider:			In Use?	Yes      No
Electric	Provider:			In Use?	Yes      No
Can the property be reasonably rehabilitated?				Yes	No      Unsure

Section 4: Financial/Legal Considerations			
Are there any outstanding mortgages, liens or taxes?	Yes      No Unsure	If Yes, please explain:	
Are there any pending code enforcement actions or lawsuits?	Yes      No Unsure	If Yes, please explain:	
Are there any environmental concerns (underground tanks, asbestos, mold, lead, etc)	Yes      No Unsure	If Yes, please explain:	

### Acknowledgement

I certify that the information provided is true and accurate to the best of my knowledge

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