



**APPLICATION FOR
CITY OWNED VACANT LOT
RESIDENTIAL
DEVELOPMENT**

**368 South Commerce Avenue
Sebring, FL 33870
PH: 863.471.5104 FAX: 863.471.5165**

The Community Redevelopment Agency/ City of Sebring welcomes your interest in acquiring a city owned vacant lot for residential development. Once this application is completed, the review process will begin. **Please note: All applications must be complete and include all supporting documents for review. An incomplete application will not be processed.**

Application Checklist:

- Development Proposal
- Management Plan & Budget (if property is to be rental)*
- Signed & initialed agreement
- Proof of financing
- Description of applicant's experience in real estate (if applicable)*

*If not applicable, please write "N/A"

Proposals must meet the Criteria of the CRA Design review guidelines. (CRA Design guidelines available at <http://www.mysebring.com/DocumentCenter/Home/View/176>). Structures shall conform to other homes within the neighborhood regarding size. The successful proposal will be given the parcel of property to develop. Applicants are asked to submit a separate proposal for each property they are interested in developing. A separate award will be made for each parcel.

The City reserves the right to accept or reject any and all proposals. Lots are not to be used for parking on unpaved surfaces, storage of vehicles, miscellaneous debris or items not suitable for residential purposes.

Application for Development

Provide complete contact information for the applicant/ entity seeking to acquire the property.

Applicant History:

Applicant Name (List names of all owners)	
Business/ Organization Name: (if applicable)	
Type of Business: (check one, If Applicable)	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation (____state) <input type="checkbox"/> Other
Mailing Address: (Address, City, State, Zip)	
Email Address:	
Phone Number:	

Proof of Financing:

Financing Method	Required Attachment
Personal Assets	Bank, Account Statement, or Bank Letter (See Sample)
Credit Card	Credit Card Statement showing available credit
Line of Credit	Letter from bank confirming line of credit available
Bank Loan	Prequalification Letter
Personal Loan	Notarized, signed statement indicating their relationship to the buyer and the terms of the loan
Grants or other public funding	Award Letter or other documentation from funding source

1. Are there any outstanding judgments against you? Yes No
2. Have you declared bankruptcy in the past 7 years? Yes No
3. Has a property you own been foreclosed upon, or given title or deed in lieu of foreclosure in the past 7 years? Yes No
4. Are you currently party to a lawsuit? Yes No
5. Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment? Yes No
If you have checked yes for any of the above questions, please explain on the reverse of this page.
6. Do you own (in full or in part) any other real estate within Highlands County? Yes No
If yes, please list the addresses of each property owned on the reverse of this page, as well as the name of the entity holding title to the property.
 - a. Are there open codes or zoning violations associated with any of these properties?
Yes No **If yes, please explain:**
 - b. Are property taxes current on all of these properties? Yes No

Property Description: City water and sewer are available for the following lots. Natural gas may be available. Other incentives may apply.

759 Lemon Avenue -	Strap # S-29-34-29-080-00C0-0070
418 Poinsettia Avenue-	Strap # S-29-34-29-070-0850-0100
434 Poinsettia Avenue-	Strap # S-29-34-22-070-0850-0110
437 Pomegranate	Strap # S-29-34-29-070-0320-0020
345 Spruce Street	Strap # S-20-34-29-090-1260-0050

Property Information:

Vacant Lot Street Address:	
Parcel Number:	

Necessary components to be considered:

- Type of home
- Number of Units
- Garage /carport
- Type of construction
- Porches
- Number of bedrooms / bathrooms
- Landscaping
- Color scheme
- Time frame of construction / completion of project

Description of Proposed Use:

List number & type of units, including sq. ft.:	
Number of stories:	
Main type of materials proposed for facades, (brick/ block, wood, vinyl etc.):	

Please attach a **Management Plan** if you plan to operate the property as rental. The management plan should include anticipated rental income and expenses, how tenants will be screened, a maintenance plan, etc.

By initialing the statements below, the applicant indicates their agreement to and understanding of the below clauses. Please read each clause carefully. The applicant may not claim ignorance of the below conditions once initialed. Please sign that you have read and understand these terms.

- I understand that the CRA Housing Committee has full discretion over whether my application moves forward in the application process, and may deny an application based on any criteria they may deem critical. _____
- I understand that my application cannot be accepted unless all necessary materials are submitted with it. I also agree to provide additional information as requested by the City of Sebring. _____
- I understand that by submitting this application I am indicating to the City my intention to develop this property. I understand that, if I decide to withdraw from the process, I must indicate my intentions to the City IMMEDIATELY. _____
- I understand that if the subject property is not developed within an agreed upon timeframe it will revert back to the City of Sebring. _____
- I understand and agree that by submitting this application I will defend and indemnify the City of Sebring its officers and employees from any and all damages, claims, suits, regulatory action, litigation and judgments including but not limited to any environmental claims or litigation that arise in any way from acquisition of this property. I agree to release and hold harmless the City of Sebring from all claims as stated above in consideration for the City transferring title of the subject property. _____

Attachments:

Please attach the following documents to your application, and check them off if you have attached them.

Required:

- Proof of financing
Note: Financing must cover anticipated acquisition and development costs.
- Written description of applicant's experience in housing and real estate development
- Development plan (if additional sheets are required)

Signature Line:

I hereby certify to the truth of the matters contained in this application and agree to provide any other related information or documents upon request.

Signature:	Date:
Print Name and Title:	