



**Jonesboro Land Bank**  
**Property Donation Application**  
**Subject Property Address/Parcel Number**  
*For Consideration by the Commission on the 2<sup>nd</sup> Tuesday of the month*

If you are interested in donating your property to the City of Jonesboro's Land Bank, please complete this form and submit it to:

**Jonesboro Land Bank**  
**300 South Church Street**  
**Jonesboro, AR 72401**

This form may **only** be completed by the owner of the property or by a person with authorization to act on behalf of the owner by virtue of a power of attorney.

Property Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

**Please provide the name and contact information for all the owners of the property:**

**Owner 1**

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Owner 2**

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**(Please attach additional pages as needed for other owners)**

1. Does this property have a structure on it? (Yes or No)\_\_\_\_\_
2. If there is a structure, is it occupied? (Yes or No)\_\_\_\_\_
3. If it is not currently occupied, when was it last occupied? \_\_\_\_\_

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Signature

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Print Your Name


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Date

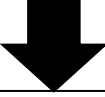
**NOTE:** The City of Jonesboro will research this property to determine if it meets the Land Bank's donation criteria. Prior to the final acceptance of the property by the Jonesboro Land Bank, the City Council must approve the donation. The City will keep you informed of its progress and final decision. If you would like to contact our office, please call 870-336-7291.

# Donation Application Process

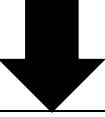
**Step 1:** Deed to property must be placed in an escrow while the Commission determines the feasibility of accepting ownership of the property.  
(Give the Deed to the Title Company)



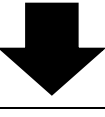
**Step 2:** Complete the Property Donation Application

- Applications can be found online at Jonesboro.org or they can be picked up at the Jonesboro Land Bank office.
  - Address: 300 South Church Street  
3<sup>rd</sup> Floor  
Office number 311
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**Step 3:** Staff Review and Comprehensive Analysis

- Determine fair market value
  - Determine if there are any environmental concerns
  - Determine if there are any outstanding liens or title issues (title search)
  - Determine the initial maintenance cost (boarding, demolition, mowing, etc.)
  - Determine any ongoing maintenance costs
  - Determine the condition of the surrounding neighborhood
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**Step 4:** Staff will present the report to the full Commission for approval

- The Land Bank Commission meets one time per month
  - If the donation is approved by the Land Bank Commission, the request will be placed on the agenda for the next City Council meeting.
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**Step 5:** If the Donation is approved by City Council, the City Attorney's Office will prepare the deed.