



Pre-Application

Properties sold by the Land Bank are purchased “as is.” Applicants are responsible for verifying whether their proposed plans are suitable for the property and conform to city zoning ordinances and regulations. Applicants are required to complete this pre-application form and eligibility questionnaire prior to applying for property.

Due Diligence Checklist

Site Visit: I have completed a site visit of the property, and I am aware of the current physical conditions of this lot.

City Planning/Zoning: I have contacted the City’s Planning Department (402-444-5150 ext. 2063) to discuss my proposed project on this property.

- Name of City Planning Contact: _____
- Date Contacted: _____
- Summary of Discussion: _____

City Planning has verified that my proposed project may be allowed under city zoning regulations.

City Permits & Inspections: I have contacted the City’s Permits & Inspections Department regarding my proposed project on this property. I am aware of the requirements and steps to obtain a building permit. I understand that if my application is approved and I enter into a purchase agreement with OMLB I will be required to submit approved building permits before closing.

City Public Works: I have contacted to the Public Works Department (402) 444-5220 and have been made aware of any utility hookups, street improvements, and all other related utility and infrastructure needs that may affect any type of development on the property (ies) of interest.

Do you have plans to use this property for the use of a garden, park, or community space?

Yes

If yes, please verify that you have contacted the City’s Lead Information Office and obtained a lead report of the property.

City Lead Information Office: I have contacted the City’s Lead Information Office (402-731-3045) and have verified that the property is suitable for a garden, park, or community space.

No

Do you have plans to use this property as an expansion of your current property lines?

Yes

If yes, please verify that you are the owner of the adjacent property.

Expansion of Property Lines: To be considered for the expansion of property lines, applicants must demonstrate proof of adjacent property ownership. I verify that I am the **current property owner** of the adjacent property. Applicants may be asked to provide proof of ownership (i.e., deed to property).

No

Proposed Financing: By acknowledging this, applicants understand that they must conduct comprehensive research on potential financing sources to determine a viable plan for financing the purchase and development of their project. The application will require a proforma or budget that details your entire project costs. Applicants will also be asked to indicate potential sources of financing. I understand that if my application is approved and I enter into a purchase agreement with OMLB I will be required to submit proof of financing before closing.



Eligibility Questionnaire

Please check “Yes” or “No” to each of the following questions:

In the past five years, have you or any corporation of which you are an owner-owned property that had any of the following?

Active code violations with the City of Omaha?

- Yes
- No

Special Assessments?

- Yes
- No

Tax Delinquencies?

- Yes
- No

Tax Foreclosure Judgments?

- Yes
- No

Utility Delinquencies?

- Yes
- No

If you answered “Yes” to any of the above questions, please provide an explanation below and include what steps are being taken to remedy these issues.

Have you or an immediate family member previously owned the property that you are applying for?

- Yes
- No

Do you own any businesses or corporations that previously owned the property that you are applying for?

- Yes
- No

Have you previously purchased property from the Omaha Municipal Land Bank?

- Yes
- No

If yes, please list the property address and your proposed plans for that property. If property was purchased for the use of a new construction project, please describe whether you have completed proposed plans or where you are in the process.



Do you have an immediate family member or business partner that is currently employed at the Omaha Municipal Land Bank or serves as a Board member?

Yes

If yes, please list their names and current position with the Land Bank.

No

Have you submitted applications to purchase property from the OMLB under any other name or organization?

Yes

If yes, please list the name on the application submitted.

No



Property Purchase Application

Application for Purchase

The Omaha Municipal Land Bank seeks to dispose of properties to responsible buyers who can successfully demonstrate their ability to maintain, develop, or rehabilitate the property for productive use.

For questions or assistance with completing this application, please contact the Omaha Municipal Land Bank at (402) 800-1240 or by email at info@omlb.org.

Applicant Information

First Name:

Last Name:

Email:

Telephone:

Residential Address:

Physical Mailing Address:

Address Type:

- Residential
- Business

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino
- Prefer not to say

Race:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Prefer not to say



City Council District:

[Find my City Council District](#)

[Select One]

- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- Not Applicable

If not applicable, please answer the following.

I reside and/or my business is located:

- Nebraska
- Out of Nebraska
- Out of country

Are you purchasing the property as any of the following?

- Individual
- Business:

If business is selected, fill out below.

- Name of Business:
- Business Website (optional):

If yes, please upload your certificate of good standing.

If your application is selected, you will be required to submit additional information that may include but not be limited to financial statements or proof of signing authority.

- Nonprofit

If yes, please upload or attach your 501c(3) tax-determination letter.

Website (optional):

- Governmental Agency

If yes, please upload or attach proof of charter establishing entity.

Website (optional):

Contact Information (If different from above)

First Name:

Last Name:

Email address:

Telephone:



Property Details

Property Address(es): [Only applicable to paper applications]

*If applying for multiple properties, please list the full addresses for each property in the space below. A **non-refundable \$25 fee is due for each application submitted.***

Asking Price: [Only applicable to paper applications]

If submitting a paper application, asking prices for each property are available on our website.

Offer Amount:

Offer Explanation:

This field is required if the offer amount is below the asking price.



Proposed Use & Plans

Interest in Property:

Please describe why you are interested in this property.

Social Impact Statement:

Please provide a detailed social impact statement outlining how this project, past/current initiatives, or your organization positively contributes to addressing societal challenges or improving the well-being of communities. Highlight your mission, key activities, measurable outcomes, and any collaborations or partnerships that enhance your impact.

Proposed Use Statement:

Provide a description of your proposed use of this property.

Select your proposed project type: [Select One]

- New Housing
 - Single-Family
 - Multi-Family
- Housing Rehabilitation
- New Business
- Garden
 - Private Use
 - Community/Public Use
- Park/Gathering Space
- Expand Property Lines
 - Do you own the adjacent property?*
 - Yes
 - No

What is the end use of the property upon completion of your project? [Select One]

Question is only applicable to the following project types: New Housing, Housing Rehab, New Business.

- Owner-Occupied
- Sell
 - Market Rate
 - Affordable Housing
- Rent
 - Market Rate
 - Affordable Housing



If you selected affordable housing to the above question, please describe the strategies and measures you plan to implement to ensure that your project meets the criteria for affordable housing, including any specific approaches to cost control, financing, and partnership with public or non-profit organizations.

Project Timeline:

**This field is required if your proposed use for the property is a new construction project, garden, business, or community space. If the proposed use is to expand property lines, please enter "not applicable."*

What is your estimated timeline for completing your proposed project?

Experience/Portfolio

Do you have prior experience developing or completing projects similar to your proposed use?

- Yes
- No

If yes, how many years of experience do you have?

- Less than 1 year
- 1-3 years
- 3-4 years
- 4-5 years
- More than 5 years

Please describe your experience with completing similar projects.

Upload File (Optional)

Upload any supporting documentation or a portfolio that represents your ability to complete the proposed project.

Are you a graduate of the SPARK Developer Academy?

- Yes
- No

Development Team

Do you have a potential development team (i.e., general contractor, nonprofit, architect, project manager) that you plan on working with to complete this project?

- Yes
- No

If yes, please list the names, project roles, and contact information of your development team.

Are any of your potential contractors listed on the City of Omaha's [Small and Emerging Business list](#)?

Out-of-state applicants are required to identify a plan to utilize local vendors certified as a City of Omaha Small & Emerging Business. If no vendors can be sourced, applicants will be required to submit an Affidavit of Good Faith Effort.

- Yes



If yes, please list the names:

No

If no, please upload an Affidavit of Good Faith Effort.

Proposed Financing

All purchasers of Land Bank properties must demonstrate an adequate understanding of the amount of development and maintenance needs associated with the property. All applicants are required to provide sufficient documentation demonstrating their financial capacity to complete their proposed project.

What are your estimated development costs for your project?

How do you plan to finance the **purchase** of this property? **[Select One]**

- Cash/Personal Funds
- Construction Loan
- Grant
- Other:

How do you plan to finance the **development** of this property? **[Select One]**

- Cash/Personal Funds
- Construction Loan
- Grant
- Other:

List any potential lenders or funding sources that you have contacted or plan on obtaining funding from.

Upload File:

Please upload your budget or proforma that details your total development costs.

If your application is selected, you will be required to submit additional information that may include but not be limited to a preapproval letter from your lender or financial statements.



Certifications & Fees

Are you willing to pay the following fees:

- \$25 Application Fee (non-refundable) **[automate payment upon submission]**
- Earnest Deposit. This is due to the title company if your application is approved and a purchase agreement is signed. The standard earnest deposit is \$750. If the purchase price of the property is less than \$750, the earnest deposit due will be \$100.
- Purchase Agreement & Earnest Deposit Due Date: If my application is selected, I agree to submit my signed purchase agreement and earnest deposit to the title and escrow company within 15 days of the Board approval date. [Include link to sample purchase agreement].
- Closing Costs: The purchaser will be responsible for any associated closing costs due at the time of closing.

Please read and acknowledge each of the attached documents.

- Land Bank Disposition Summary [Link to document]
- Land Bank Compliance Agreement [Link to document]
- Land Bank Closing Requirements [Link to document]

Summary and Agreement

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 this material facts, this application will be void and will not be approved.

Printed Name

Signature

Date



Submission Instructions: [Only applicable to paper applications]

- Please return your completed application to our office during normal business hours or by mail.
 - Omaha Municipal Land Bank
1905 Harney Street, Suite 224
Omaha, NE 68102
- Please ensure the following is included with your application when submitted:
 - \$25 Application Fee
Forms of accepted payment: Money order or check