

**SHELBY COUNTY LAND BANK
REQUEST FOR NOMINAL CONSIDERATION CONVEYANCE
ADVANCE INFORMATION REQUIREMENTS**

NOTE: THE INFORMATIONAL ITEMS LISTED BELOW ARE REQUIRED TO BE SUBMITTED IN THEIR ENTIRETY FOR REVIEW AND APPROVAL BY A MEMBER OF THE SHELBY COUNTY LAND BANK STAFF PRIOR TO SIGNING ALL OTHER REQUEST FOR NOMINAL CONSIDERATION CONVEYANCE DOCUMENTS.

1. Dated Request Letter on the organization’s letterhead addressed to Shelby County Land Bank identifying the property; the intended use; timetable to begin and complete the project; and funding source
2. Copy of Charter
3. Copy of Mission Statement on the organization’s letterhead
4. Copy of 501c (3) designation, if applicable
5. Copy of printouts from the Tennessee Secretary of State confirming the organization’s designation and status as a Non-Profit organization (including Filing Acknowledgment, Assumed Names, History, and Registered Agent).
6. Copy of IRS letter showing the organization’s Employee Identification Number (EIN)
7. Has the requesting non-profit organization received any previous Nominal Consideration Conveyances (property donations) from Shelby County Government? _____
8. If yes, please list below the addresses (Including their Tax Parcel Nos.) and submit pictures showing their current status and the planned progress made to-date on these properties.

NOTE: ALL PREVIOUSLY DONATED PROPERTIES MUST BE IN A CUT AND CLEANED CONDITION, SECURED, AND THE NON-PROFIT’S PLAN UNDERWAY BEFORE A NEW REQUEST FOR A NOMINAL CONSIDERATION CONVEYANCE WILL BE PROCESSED.

1. _____
2. _____
3. _____
4. _____

SIGN AND DATE BELOW TO CONFIRM ALL ITEMS LISTED ABOVE HAVE BEEN SUBMITTED AND RECEIVED:

(x) _____
Purchaser

(x) _____
Land Bank Staff

(x) _____
Date

(x) _____
Date