



Property Purchase Application

Thank you for your interest in obtaining a Richmond Land Bank (RLB) property. The RLB is committed to returning vacant, abandoned, surplus, or tax-delinquent property to productive use that benefits and enriches the community, with a priority placed on the creation of permanently affordable housing. All applications shall be reviewed for (1) relevance and alignment with the Annual Plan and (2) strength of applicant's narrative and qualifications. ***In order for a Property Purchase Application to be considered, the applicant must first be eligible as a Qualified Applicant. For additional information on becoming a Qualified Application please refer to <https://www.richmondlandbank.com/apply>. Before making a final decision regarding an applicant's eligibility, the RLB may request additional documentation or materials.***

1. Applicant Information

Name:	Gerry Rawlinson
Address:	5601 Hull St Rd Richmond, VA 23224
Phone:	804 908 4635
Email:	gerry8790@gmail.com

2. Have you been approved by the RLB as a Qualified Applicant? (only Qualified Applicants are eligible to apply for properties) YES NO

3. Property Information

List the address(es) of the property(ies) you are interested in purchasing and their intended use.

Address	Building or Lot?	Intended Use	Price
2501 Dana St	lot	develop affordable housing	10000.00
1800 Albany St	lot	develop affordable housing	15000.00

Are you interested in placing your completed home in the **Community Land Trust Program**?

YES NO

4. Development/Management Plan For Buildings - Please Check Box

Redevelopment

- Renovate/Rehabilitate
- Occupy/Operate As-Is
- Demolish/Deconstruct
- New Construction

Management

- Redevelop and re-sell to an owner occupant
- Operate this property as a rental
- Occupy this property with my own business

Compliance to Building Standards: Your proposal must comply with current zoning regulations and adhere to Virginia state building codes. To find out about obtaining permits in the City of Richmond visit: <http://www.richmondgov.com/PlanningAndDevelopmentReview/> Additionally, RLB encourages developers to include energy efficiency standards in homes.

Redevelopment Plan: Be as specific and detailed as possible with providing information to support your proposal.

Please attach

- Plan to contract with qualified individuals to complete the project
- Estimated timeline for completion
- Project budget form (attached), including status of any funding such as:
 - Loan Pre-Qualification Letter
 - Grant Award/Funding Commitment
- Schematics/sketches/drawings of redevelopment plan
- A description of applicant's experience completing similar projects, their qualifications or training to complete the project
- Documentation, if available, of ongoing or past work in the surrounding neighborhood
 - Provide demographics of past project residents, including, but not limited to AMI level, race, gender, household size, age
- Reasons for interest in the property (i.e. type of structure, neighborhood/location, price, personal connection). Please provide at least a 3-5 sentence description.
- How does your project address community inequities?
 - Please address the community need that you are serving with statistics about the neighborhood.
 - Provide demographic targets for future project residents, including, but not limited to, AMI level, race, gender, household size, age.
 - Provide the target purchase price or rent
- Letters of support (community leaders, neighboring residents, neighborhood associations, etc.)

Rental Management Plan: If you plan to manage the property as a rental, please demonstrate your capacity to manage and maintain the property either as an established landlord or as a new one.

- Completed copy of Management Income Expense Budget (attached)
- Narrative description of your marketing plan
- Narrative description of management procedures
- Standard lease agreement
- Anticipated market served
 - Will accept Housing Choice Vouchers: YES NO

Maintenance Plan:

If you plan to use a local property manager, list their contact information below:

Name/Phone Number:	
Company	

If you are working with a real estate agent, list their contact information below:

Name/Phone Number:	
Company	

5. Statements of Understanding: Please initial beside the following statements to demonstrate full understanding of RLB terms.

gr I understand that the RLB may receive multiple bids or offers to purchase properties and that it is at the sole discretion of the RLB to accept or reject any and all bids or offers. RLB may choose to withhold the transfer of this property if no applicant meets desired requirements.

gr I understand that there is no binding agreement with the RLB until the signing of the Purchase & Sales agreement.

gr I understand that I will be responsible for ensuring this property is not in violation of city codes and that it meets all regulations as soon as it comes into my ownership.

gr I understand that I will be given six (6) months to obtain all necessary permits and eighteen (18) months to complete proposed work. I acknowledge that my failure to meet these requirements will invoke the reversion clause in the development agreement, returning the property to the RLB's stewardship.

gr I understand that all property is sold as is and any potential hazards are not the responsibility of the RLB upon transfer.

- Plan to contract with qualified individuals to complete the project

My current contractor is JJR Construction, class A. I agree to contract with qualified contractors to complete the project.

- Estimated timeline for completion

Once the property is purchase, it is my plan to have 2501 Dana St developed and available within 16 months.

- Schematics/sketches/drawings of redevelopment plan

I do not currently have drawing/schematics/sketches as this is a vacant lot.

- A description of applicant's experience completing similar projects, their qualifications or training to complete the project

I have renovated six projects. The City of Richmond has a file of permits pulled in my name. For approximately 20 years, I have contracted with Class A and B contractors and a number of subcontractors to complete and maintain properties.

- Documentation, if available, of ongoing or past work in the surrounding neighborhood.

I renovated 2505 Dana St but do not have the permits or Certificate of Occupancy on file.

- Provide demographics of past project residents, including, but not limited to AMI level, race, gender, household size, age

Residents: 100% African Americans, Single Females with children,
Tenant ages range from 29 to 62 years of age

- How does your project address community inequities?

Development of the properties will make available quality affordable housing.

- What would the target rent be?

The rent will be established by the guidelines established by RRHA. It is my understanding that RRHA bases its rent on the federal federal property level and fair market rates. My current property at 2505 Dana ST rents for \$810.00. That unit rents below RRHA's because it was established in the past and the tenant has been responsible.

- Rental Management Plan?
 - Completed copy of Management Income Expense Budget (attached)
 - Narrative description of your marketing plan
Properties will be advertised on GoSection8.com
 - Narrative description of management procedures
Rent payments will be accepted at 5601 Hull St Rd Richmond, VA 23224
Rent is due the first of the month
All tenants are given receipts for payments
Tenants failing to pay rent by the 5th of each month will be issued a pay or quit notice. Effort will be taken to work with tenants who demonstrate a genuine hardship.
Repairs will be made within 24 hours of the tenant's report. A temporary measure will be put into place if parts are not available to make permanent repairs

Gerry Rawlinson will oversee the management process

- Standard lease agreement
Lease will be for one year and with the option to renew year by year or be month to month after one year of good standing with the landlord.
Tenants will be provided a copy of the lease.
- Anticipated market served
Low to moderate income individuals
Individuals ranging in age from 22 to 80 years of age
 - Will accept Housing Choice Vouchers: YES ___x___ NO _____
- Maintenance Plan
Quarterly inspections will be done. Tenants will be notified of the inspection date. Repairs and maintenance will be performed as identified.

Gerry Rawlinson

PROJECT BUDGET AND TIMELINE TEMPLATE

Estimated Project Costs		
	Material	Labor
Architectural/Engineering	\$	\$ 5000
Permits	\$	\$ 3000
Lead/Asbestos Removal	\$	\$ NA
Stabilization/Demo	\$	\$ NA
Site Work-Yard	\$	\$ 500
Framing & Decking	\$	\$ 10000
Windows & Doors	\$	\$ 6000
Exterior/Roof	\$	\$ 12000
Electrical & Plumbing*	\$	\$ 12000
HVAC	\$	\$ 15000
Casework	\$	\$ 1000
Interior	\$	\$ 50000
Total Rehab Improvement Costs	\$	114,500

	Description of Rehabilitation Work
Phase 1 Length of Time: 2 months 2 month	1.
	2.
	3.
	4.
Phase 2 Length of Time: 1 month	1.
	2.
	3.
	4.
Phase 3 Length of Time: 2 months	1.
	2.
	3.
	4.
Phase 4 Length of Time: 2 months 9 months	1.
	2.
	3.
	4.

Erect New Structures

*Licensed contractor required in the City of Richmond

NOTE: The maximum allotted time for a rehab is 18 months.



Gerry Rawlinson/B & D Arbor, LLC
5601 HULL ST RD
RICHMOND, VA 23224

November 19, 2020

To: Richmond Land Bank

From: Gerry Rawlinson/B & D Arbor, LLC
5601 Hull St Rd
Richmond, VA 23224

I, Gerry Rawlinson, am writing this letter to request the opportunity to purchase the lot located at 2501 Dana St Richmond, VA. I plan to improve the property by erecting a new housing structure. I currently own the property next door at 2505 Dana St.

I am committed to providing available housing. I have been a landlord for ten plus years. If additional information is needed, please contact me at 804-908-4635.

Respectfully submitted,

B&D Arbor, LLC
Gerry Rawlinson, Manager