



Land Bank Property Donation Process Guide

Donation Process

- The donor must complete and submit the Property Donation Form to the Economic Development Director.
 - A Demolition Approval Agreement is also required if there are structures on the property that are in a dilapidated condition, as determined by the Building Official.
- The Economic Development Director will request a Title Commitment for the property from a title agency. Title Commitments can take up to 3 weeks to receive.
- The Economic Development Director will review the Title Commitment for any conditions or exceptions on the title.
 - The Land Bank may require additional paperwork to satisfy the Title Commitment.
- The Land Bank will prepare a deed for signature by the donor when the title is clear.
 - Deeds must be signed in front of a Notary Public. The Land Bank can provide a Notary Public at no charge.
- The Land Bank will send the signed deed for recording at the Smith County Register of Deeds office.
- When the recorded deed to the Land Bank is returned, the donor will receive in the mail a copy of that recorded deed, as well as a letter from the Land Bank to document the date and value of the donation.