

TITLE 07 DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

SUBTITLE 03 – DISPOSITION PROGRAMS

CHAPTER 02 – APPLICATION PROCESSES

Authority: Baltimore City Code, Article 13 § 2-7(h), (w)

07.03.02.01

.01 Scope.

This chapter establishes regulations governing the application, review, and approval process for a disposition program.

07.03.02.02

.02 Applications.

A. In General.

The Department shall:

- (1) Create an application document for the disposition programs described under this subtitle;
- (2) Make the application document available on the Department's website; and
- (3) Provide technical assistance to applicants who require assistance completing the application.

B. Required Information.

The Department may require the following information on an application document:

- (1) Applicant information that includes:
 - (a) Applicant type;
 - (b) Contact information; and
 - (c) The applicant's current address;
- (2) Applicant history, as provided for under this title;
- (3) OHAAT approval;
- (4) A project description;
- (5) Funding information; and
- (6) Additional criteria as required by the Commissioner to complete the application.

C. In accordance with the guidance posted on the Department's website, an applicant for a disposition program shall:

- (1) Submit an application to the Department in the form required; and
- (2) Remit an associated application fee to the Department at the time of submission.

07.03.02.03

.03 Review Criteria.

In addition to the general requirements of this chapter, the Department shall review an application for the Fixed Pricing Program using the criteria listed in chapter 03 of this subtitle.

07.03.02.04

.04 Determination of Ineligibility.

A. The Department may determine that a property is ineligible for sale through a disposition program:

(1) Prior to receiving an application for a property; or

(2) During application review.

B. If the Department determines that a property is ineligible for sale during application review, the Department shall refund the associated application fee to the applicant within 15 business days.

.05 Request for Documentation.

A. If an application does not include the items required in regulation .02 of this chapter, the Department shall:

- (1) Consider the application incomplete;
- (2) Deny the application; and
- (3) Send an email to the applicant detailing the reasons for denial, including a list of documentation that may be submitted to reopen the application for review.

B. Documentation Request Period.

- (1) If an applicant wishes to re-open an incomplete application for review, the applicant shall submit requested documentation to the Department within 5 business days of receipt of the email required by §A(3) of this regulation.
- (2) The Department shall acknowledge receipt of requested documentation submitted in accordance with §B(1) of this section within 5 business days of submission.
- (3) The Department may not review another offer until the original is rejected.

.06 Award Letter.

A. If an application meets the criteria of the disposition program being applied for as provided under this subtitle, the Department shall:

- (1) Approve the application for progression to settlement; and
- (2) Except as provided in §D of this regulation, notify the applicant of approval through an electronic award letter that includes a time period for applicant response.

B. Upon receipt of the award letter provided for in §A(2) of this regulation, an applicant shall:

- (1) Sign the award letter; and
- (2) Electronically remit the signed letter to the Department within the time period specified.

C. Upon receipt of the signed award letter, the Department shall:

- (1) Change an applicant's designation from "applicant" to "purchaser;" and
- (2) Initiate the process of creating a land disposition agreement in accordance with regulation .07 of this chapter.

D. If an approved applicant does not have an email address, the Department may make an accommodation to reach the applicant via the contact information provided in the application.

.07 Land Disposition Agreement.

A. In General.

- (1) Upon receipt of a signed award letter, the Department shall:
 - (a) Ensure the terms of a sale are subject to the land disposition agreement; and
 - (b) Provide a draft copy of a land disposition agreement to the purchaser.
- (2) Upon receipt of the draft land disposition agreement from the Department, the purchaser shall:
 - (a) Review the terms of the land disposition agreement; and
 - (b) Submit a requested modification to the Department via email, if a modification is necessary.

B. Signature.

- (1) Upon agreement of contract terms, the Department shall submit the land disposition agreement for final signature from the required parties as described under this subtitle.
- (2) The purchaser shall:
 - (a) Sign the land disposition agreement through the use of a RON; or
 - (b) Sign and return the land disposition agreement via postal mail in accordance with §B(3) of this regulation.
- (3) A purchaser submitting a signed land disposition agreement via postal mail shall:
 - (a) Ensure the signed land disposition agreement is notarized;
 - (b) Assume the cost of:
 - (i) Notarization; and
 - (ii) Postage;
 - (c) Address the mail to the purchaser's assigned real estate officer as specified in the award letter; and
 - (d) Send the signed and notarized land disposition agreement to:

[Name Of Assigned Real Estate Officer]
City of Baltimore, Department of Housing & Community Development,
Development Division

417 E. Fayette Street.10th Floor, Benton Bldg.
Baltimore, MD 21202.

(4) The Department may not accept a land disposition agreement that is not notarized.

C. Compliance.

The Department shall assign a compliance officer to ensure a purchaser remains compliant with the land disposition agreement until the Department receives a certificate of completion from the purchaser.

07.03.02.08

.08 Submission to the Board and Settlement.

A. Board of Estimates.

(1) The Department shall submit a disposition to the Board for:

(a) Review; and

(b) Approval.

(2) The Board shall review the materials required by §A(1) of this regulation.

B. Settlement.

(1) The Department shall ensure settlement occurs in accordance with the terms of the land disposition agreement.

(2) The purchaser shall be responsible for:

(a) Selecting a title company; and

(b) Paying settlement expenses.

.09 Extension Requests.

A. Exclusions.

The Department may not grant an extension to an applicant seeking to purchase green space.

B. A purchaser may submit an extension request to a term contained in a land disposition agreement in accordance with this regulation.

C. To submit an extension request, a purchaser shall:

(1) Provide a written copy of the extension request that includes:

(a) The reason for the requested extension; and

(b) The amount of time requested for the extension; and

(2) Mail the extension request to the Department using the address noted in the land disposition agreement.

D. The Department may:

(1) Grant an extension to a term contained in a land disposition agreement if the purchaser has:

(a) Submitted a signed land disposition agreement in accordance with regulation .07 of this chapter;

(b) Submitted required application materials for the disposition program; and

(c) Submitted an extension request in accordance with §B of this regulation; and

(2) Require a purchaser to submit additional information related to the reason for a requested extension.

E. The Department shall:

(1) Acknowledge an extension request upon review via written response to the applicant; and

(2) Submit the extension request to the Land Records Division of the Baltimore City Archives.

F. The Department may not unreasonably deny an extension request.