

PHILADELPHIA LAND BANK

Side/Rear Yard Application Process Presentation 10/6/2026

Angel Rodriguez

Angel.b.rodriguez@phdc.phila.gov

- Senior Vice President – PHDC, Land Management
 - Executive Director- Philadelphia Land Bank
- Deputy Executive Director – Philadelphia Redevelopment Authority

General Announcements:

- “To turn on closed captions, click the **Captions (CC)** icon on the lower Zoom toolbar. If you don’t see it, click **More (•••)**, then select **Captions**.
- To view captions in another language, click the **small arrow next to Captions**, enable **Translation** if prompted, and select your preferred language from the available translation options.
- Attendees can choose from the language options available in Zoom. The options currently displayed in our account are:
 - Afrikaans, Arabic, Arabic (Gulf), Bengali, Cantonese, Catalan, Chinese (Simplified), Chinese (Traditional), Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French (Canada), French (France), Galician, German, German (Switzerland), Greek, Hebrew, Hindi, Hungarian, Indonesian, Italian, Japanese, Korean, Latvian, Malay, Norwegian, Persian, Polish, Portuguese, Romanian, Russian, Serbian, Slovak, Somali, Spanish, Swedish, Tagalog, Tamil, Telugu, Thai, Turkish, Ukrainian, Vietnamese, and Zulu. Translation options may differ from the spoken-language caption options; attendees should select from the languages listed under Translation.
- Each webinar is already set up for recording.
- Closed captions can be accessed by viewers after the webinar is over.

Objectives:

1. What is a qualified applicant?
2. What is a qualified parcel?
3. What are the restrictions on the parcel? Is there a mortgage and note?
4. What is the disposition process?
5. What has to be submitted for a complete and qualified application?
6. What happens at settlement?

Doing business with the Department of Public Property (DPP), Land Bank, Philadelphia Redevelopment Authority (PRA), PHDC:

- The land holding agencies are under no obligation to sell any assets.
- We only do business with qualified applicants.
- *There are no hook-ups.*

How do we encourage side/rear yard dispositions?

Non-Competitive Sales

- A Non-Competitive Sale, as permitted pursuant to the Disposition Policy, is not considered a competitive sale.
- The City may direct the transfer of property or properties to a specific entity without a competitive process for:
 - The development of an assemblage (**50% of land**)
 - Business expansion
 - Affordable Housing Development or Community-based facilities
 - Mixed Use Developments where 51% of the units are for affordable housing – **Both For-Profit & Non-Profit Developers may submit**
 - **Side/rear yards, Open Space/Community Garden**

What is a qualified applicant?

A property may only be conveyed to a “Qualified Applicant” who has submitted a complete application. An Applicant is qualified if the following requirements are satisfied:

(Una propiedad solo puede ser transferida a un “Solicitante Cualificado” que haya entregado una solicitud completa. Un solicitante es cualificado si cumple con los siguientes requisitos:)

What is a qualified applicant?

1. The Applicant has no City tax, water or other delinquencies. The Applicant may be in a current payment agreement to resolve such delinquencies.

(El solicitante no tiene ninguna morosidad en el pago de impuestos de la ciudad, agua u otros. El solicitante puede tener un acuerdo de pago al corriente para resolver tales morosidades.)

What is a qualified applicant?

2. No property(ies) owned by the Applicant have outstanding code violations. A violation is not considered outstanding if there is an agreement with the City to come into compliance.

(Ninguna propiedad(es) de la(s) que el solicitante sea dueño puede(n) tener violaciones del código. Una violación no se considera sin resolver si hay un acuerdo con la ciudad para estar en cumplimiento.)

What is a qualified applicant?

3. The Applicant does not have a conflict of interest as disclosed on any forms or other documentation provided.

(El solicitante no tiene un conflicto de interés según revelado en cualquier formulario u otra documentación provista.)

What is a qualified applicant?

4. The Applicant has not answered “yes” on question 1, 2, 3, or 4 on the Additional Disclosures form (page 9).

(El solicitante no ha contestado “sí” en las preguntas 1,2,3, o 4 en el formulario de Revelaciones Adicionales (página 9))

What is a qualified applicant?

5. All entities identified in question 7 of the Purchase Application are in compliance with all City obligations or are in an agreement to become compliant.

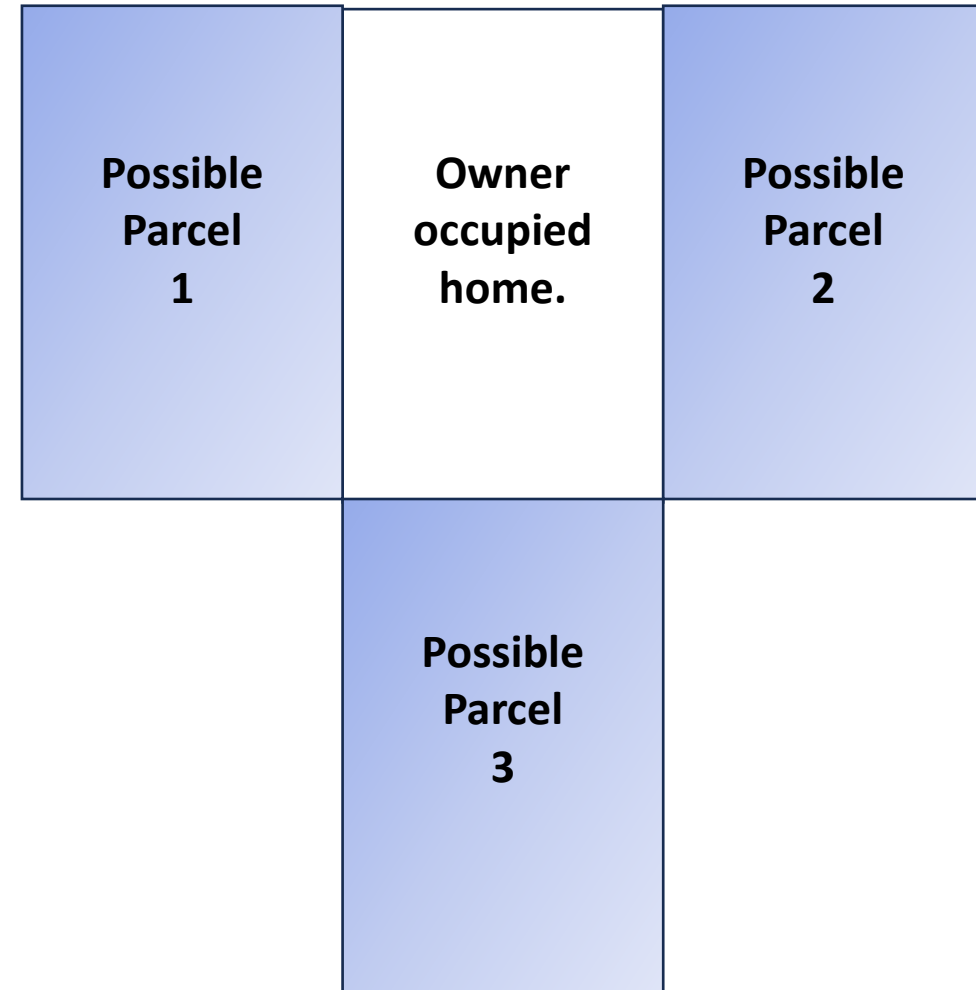
(Todas las entidades identificadas en la pregunta 7 de esta Solicitud de Compra están en conformidad con todas sus obligaciones con la ciudad o tienen un acuerdo para estar en conformidad.)

What is a qualified applicant?

6. The Applicant and all entities identified in Question 7 are compliant with campaign contribution limits (applicable to discounted and nominal pricing transactions).

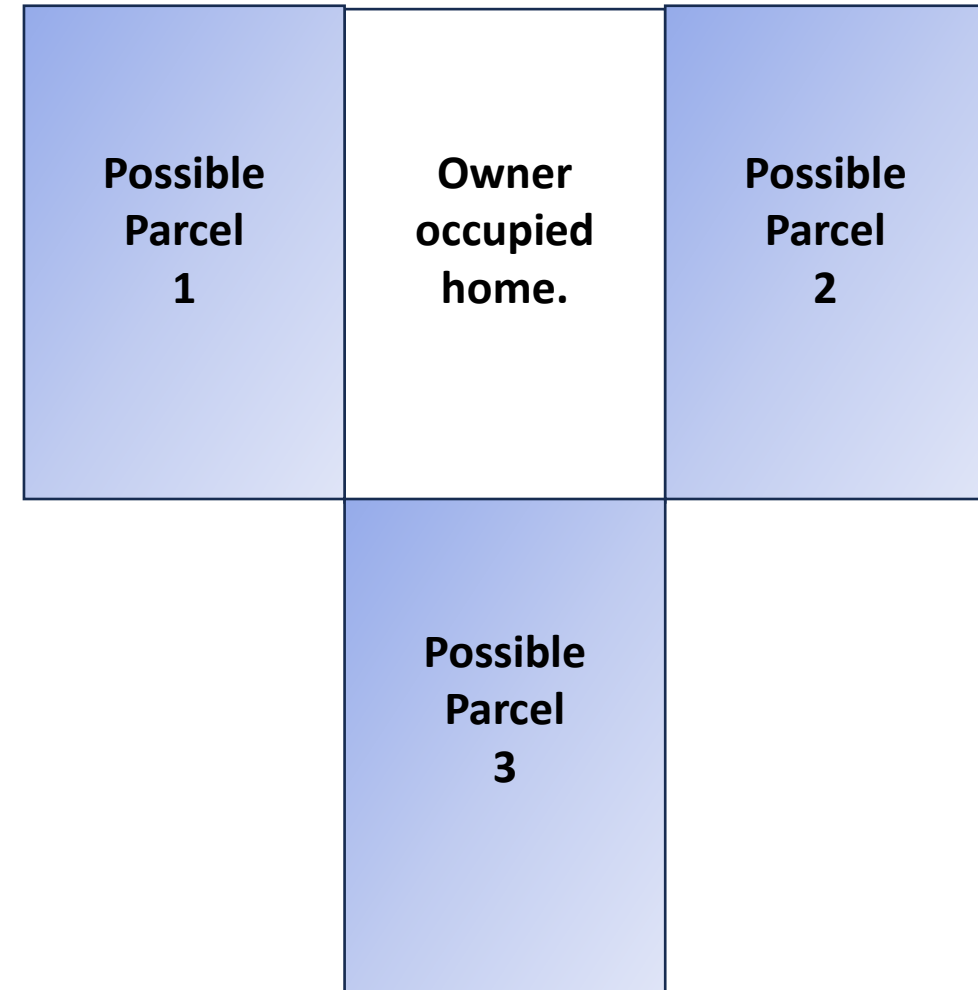
What is a qualified parcel?

- Each council district has land use priorities.
- The district use priorities are determined by both the land holding agency and council office.
- Side or Rear yard availability differs from district to district.



What is a qualified parcel?

- The Applicant must own and occupy their primary residence.
- Their name is on the deed, and they are applying to buy a vacant lot (no building on it).
- The lot touches the applicant's property on a side or rear lot line.
- The lot or a combination of lots cannot exceed 1,440 square feet.



What are the permitted uses and restrictions on the parcel?

Is there a mortgage and note?

1. Premises shall only be used as a side yard or rear yard, as applicable, incidental to the Adjacent Residence and not for any other use or purpose whatsoever.
2. Parking, maintaining, and storage of motor vehicles, trailers, machinery, motorcycles, ATVs, boats, and watercrafts is prohibited.
3. No commercial activities.
4. The Premises must be fenced. Any alley way located adjacent to the Premises shall not be fenced or obstructed in any way.
5. Must be used, operated, and maintained in accordance with the agreement and all applicable laws.

What are the permitted uses and restrictions on the parcel?
Is there a mortgage and note?

Mortgages and Use Restrictions

Side/Rear Yards will have a 30-year mortgage that will be considered satisfied on the 30th anniversary of the mortgage and will have use restrictions during and after the term of the mortgage to ensure that the property continues to be utilized as a side/rear yard.

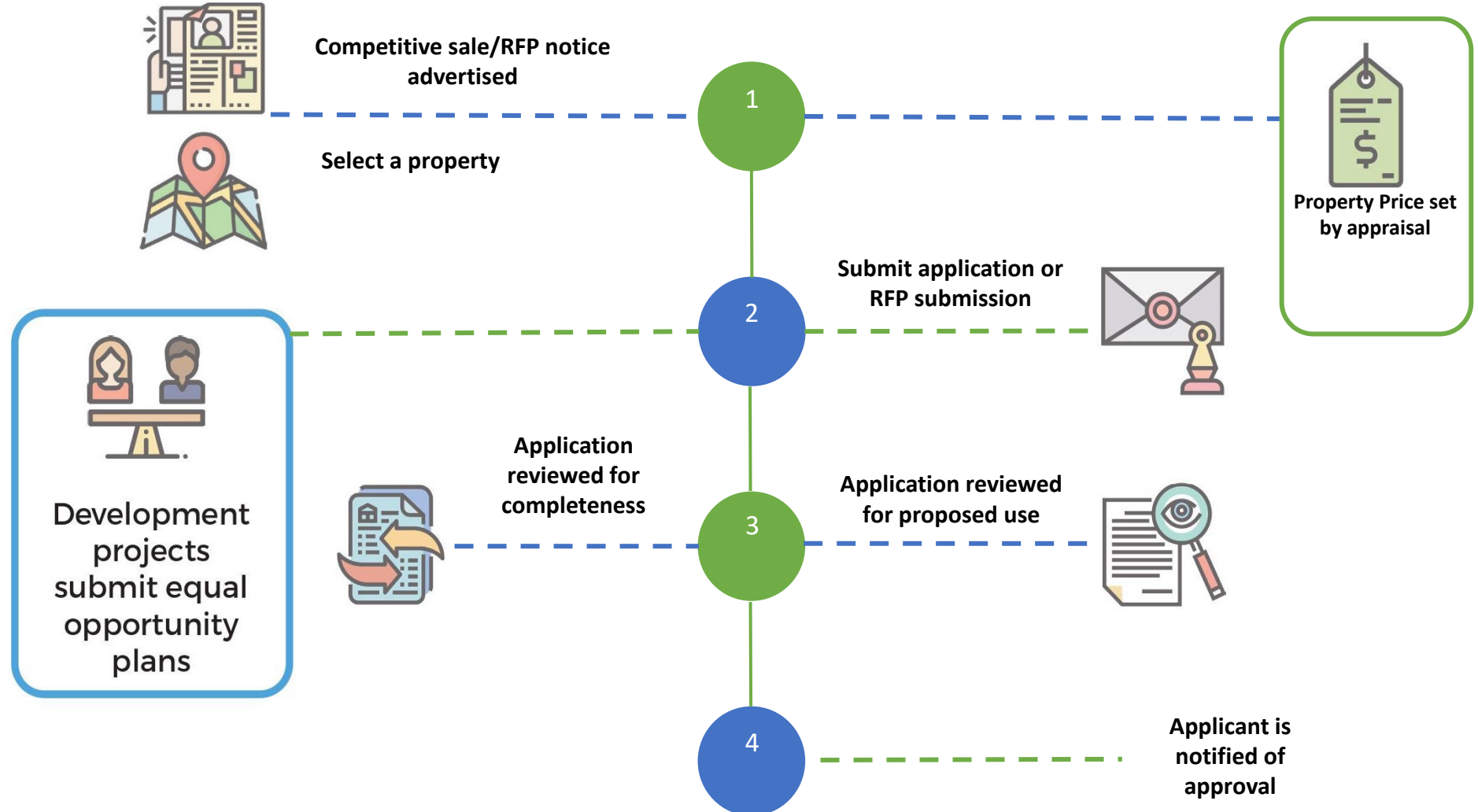
If the purchaser desires to sell the property prior to the end of the term, approval must be granted, and the mortgage must be paid in full.

What is the disposition process?

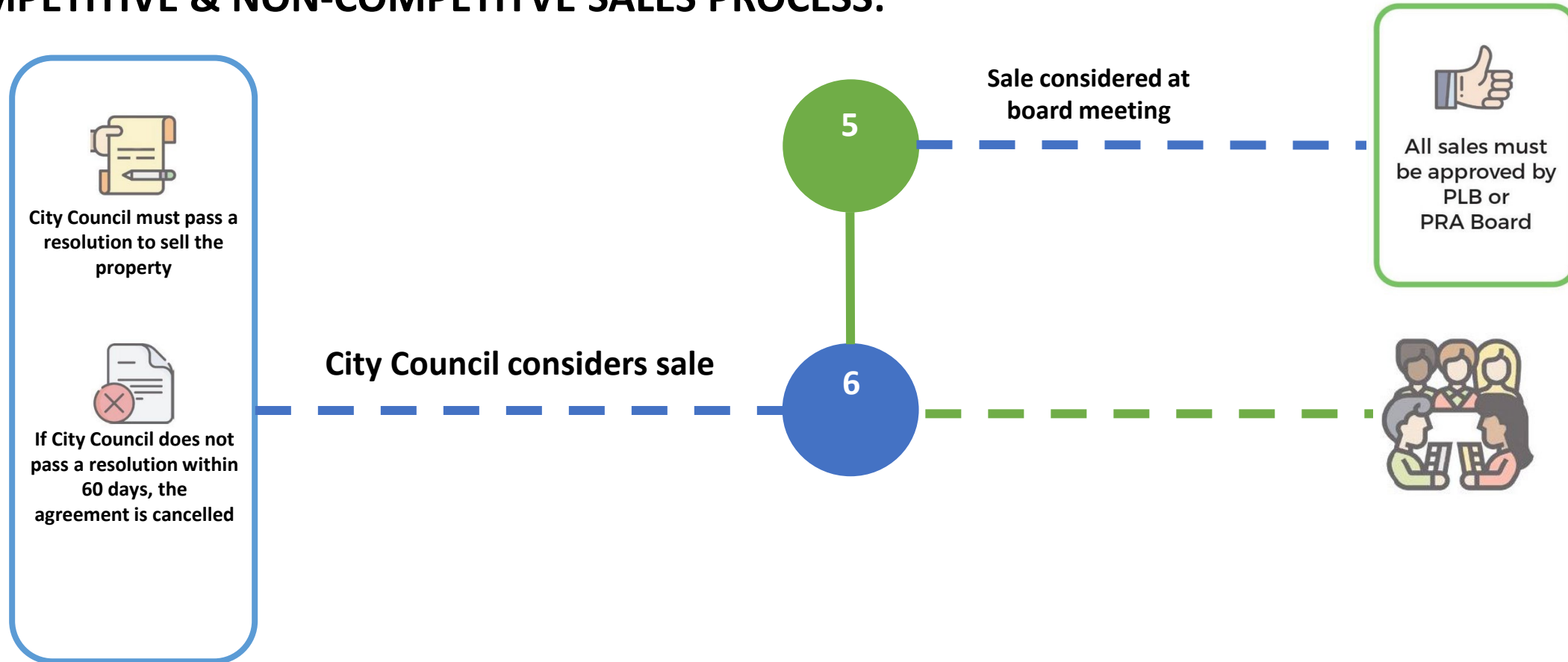
COMPETITIVE & NON-COMPETITIVE SALES PROCESS:

This section can take from 120-150 Days.

This is only a general representation of the disposition process.

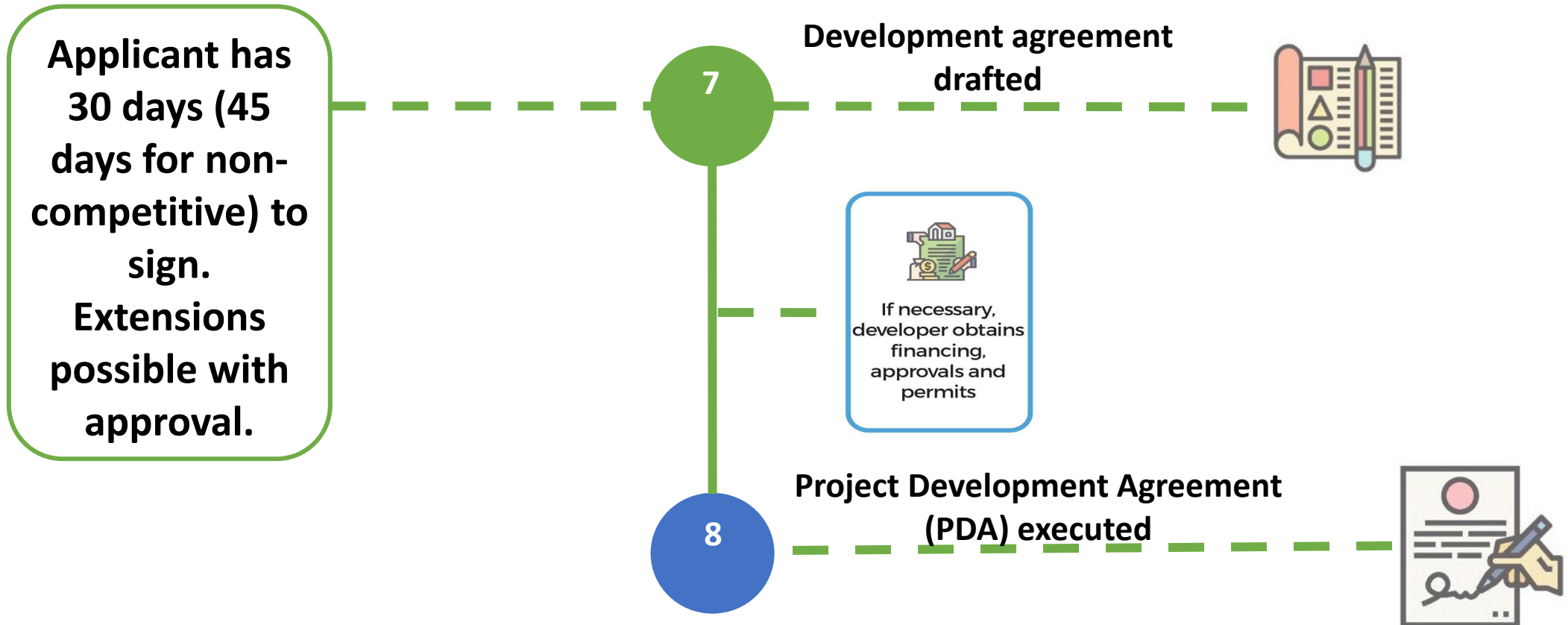


COMPETITIVE & NON-COMPETITIVE SALES PROCESS:



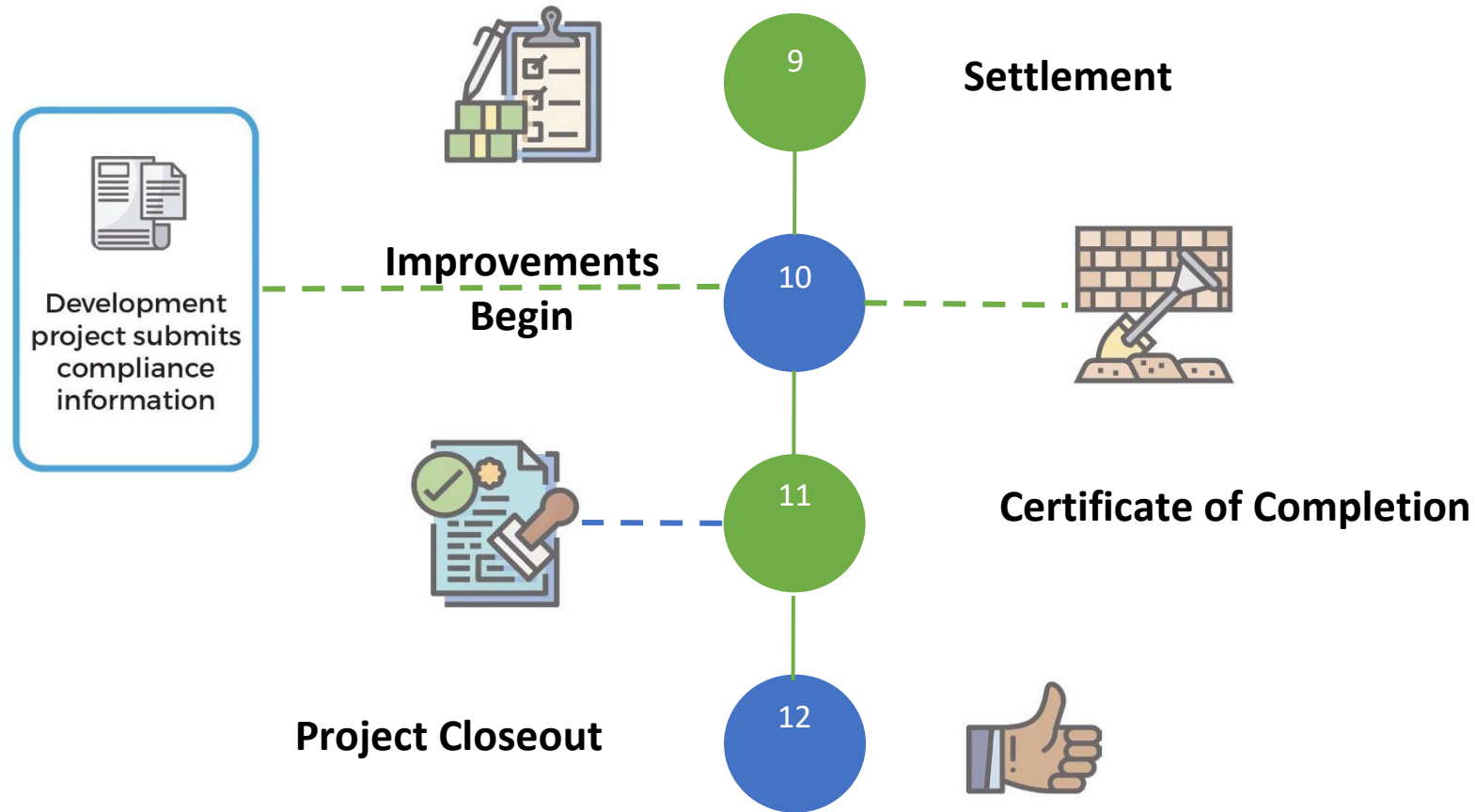
This is only a general representation of the disposition process.

COMPETITIVE & NON-COMPETITIVE SALES PROCESS:



This is only a general representation of the disposition process.

COMPETITIVE & NON-COMPETITIVE SALES PROCESS:



This is only a general representation of the disposition process.

What has to be submitted for a complete and qualified application?

1. Application to Purchase Publicly Owned Property (“application”)
2. Tax Status Certification Request, Conflict of Interest, and Additional Disclosures Form pg. 7
3. Conflict of Interest and Additional Disclosure Form pgs. 8-10
4. Certificate of Non-Indebtedness pg. 11
5. Campaign Disclosure Forms (applicable for nominal and discounted pricing only) pg. 12
6. Proof of Funds – a bank account showing money to match the budget.
7. Plans – this can be a simple drawing

What happens at settlement?

1. The Property is being sold in its “AS IS, WHERE IS” condition “WITH ALL FAULTS” and specifically and expressly without any representations, warranties, or guarantees, express or implied, of any kind, nature, or type whatsoever.
2. The applicant must decide whether to get title insurance. Y/N
3. The agency is required to provide a clear title to the property.
4. The required deposits for Side Yards are \$1,300
5. The deposit covers the average closing costs.

Thank you.

1234 Market Street

16th Floor

Philadelphia, PA 19107

www.phillylandbank.org

Sharla Russell, Real Estate Director – Sharla.Russell@phdc.phila.gov

Carolyn Terry, Administrative Assistant – Carolyn.Terry@phdc.phila.gov

215-448-3040

215-686-9803 (TDD)