



## Land Bank Property Donation Process Guide

### Donation Process

- The donor must complete and submit the Property Donation Form to the Wabaunsee County Land Bank Director
- The Land Bank Director will review the property with the Board of Trustees to ensure the property is within the County's Strategic Plan.
- The Land Bank Director will request an O&E Informational for the property from a title agency.
- The Land Bank Director will review the O&E Informational for any conditions or exceptions to the title.
- 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 Wabaunsee 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.