

FROM **VACANT** TO **VIBRANT**



WORKING WITH THE COOK COUNTY LAND BANK AUTHORITY

October 24, 2025

Douglass Park Cultural and Community Center

1401 S Sacramento Dr, Chicago, IL



Toni Preckwinkle

Cook County Board
President



Bridget Gainer

Cook County Board
Commissioner
10th District –
CCLBA Founder



Ward 24 Alderman
Monique L. Scott



Michael Scott Jr.

Cook County Board
Commissioner,
2nd District

ELECTED OFFICIALS

Welcome to the Cook County Land Bank Authority seminar. Every vacant property tells a story—often one of disinvestment and broken promises. But together, we're writing new chapters. We're here to transform abandoned properties into vibrant homes, thriving businesses, and strong communities. This work isn't just about buildings—it's about people, families, and futures. Your neighborhood knows best what it needs, and we're here to listen, partner, and make it happen. Let's create opportunity, build equity, and ensure that the next generation inherits neighborhoods they can be proud to call home.



General Announcements

- Please Quiet Cell Phones
- How to submit questions
- How to complete the survey
- Information Tables - Subject matter experts
- Presentation as well as questions and answers will be available on the website.

Seminar Focus

- Mission
- Application Process
- Customer Service/Tables

Topics for Discussion



- Recognition of CCLBA Staff
- How to Engage with CCLBA
- Developers Present
 - Lashley Enterprises LLC/Lashley Construction Group LLC
 - City Holdings LLC
- Survey Submission
- Questions & Answers

www.cookcountylandbank.org

HOW TO VIEW/APPLY FOR CCLBA PROPERTY

- Visit <http://www.cookcountylandbank.org>;
- Click on, "**Apply/Buy Property**" located at the top of the webpage;
- Click on, "**Interactive Property Viewer**";
 - This will take you to our application workflow management webpage
- If you want to apply for a specific property, click on that property and then click on, "**Apply**" located at underneath the picture and address of the property.
 - Before applying for a property, you will need to create an account with a username and password so that the system can keep track of all applications. If you had an account with our previous system through ePP you will still need to create an account in the new system.
 - An Initial Application is needed before an Offer Application.

Getting Started – Searching for a Property – Video Guide

HOW GET STARTED WITH PUBLICITY –
SEARCHING FOR A PROPERTY

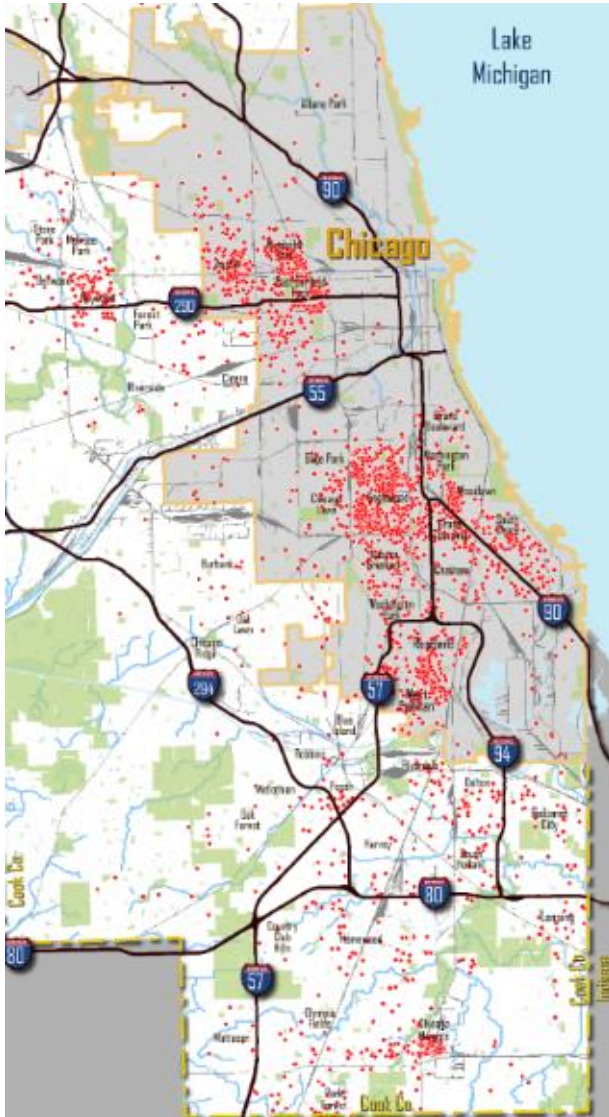
Video Guide

Tips & Tricks

NOTABLE TIPS AND TRICKS

- **YOU NOW HAVE THE ABILITY TO USE YOUR CELLPHONE TO VIEW/APPLY FOR PROPERTY!** Our new platform is enhanced allowing the use of mobile devices and computers. It is recommended you use Google Chrome as your browser to search for properties.
- **PAY CAREFUL ATTENTION WHEN ATTEMPTING TO CREATE AN ACCOUNT:** The login name and password is case-sensitive, which means that you will not be able to login if you forget your password is capitalized. In addition, your email provider may block the CCLBA's registration email, so please check your spam filter as the confirmation email may have erroneously been delivered there.
- **YOU ARE ABLE TO FILTER YOUR SEARCH BY PROPERTY TYPE, CURRENT USE, LAND SIZE, AND LISTING PRICE.** To do so, please click on the, "Filters" header located on the right-hand side of your screen near the top of the page, and then click the icon that looks like an eye to filter all properties available that match that criteria.
- **YOU ARE ABLE TO OVERLAY YOUR SEARCH BY BUS STOP, L STOPS, MUNICIPAL BOUNDARIES, NEIGHBORHOOD, WARD, ZIP CODE, AND ZONING.** To do so, please click on the, "Overlay" header located on the right-hand side of your screen near the top of the page, and then click the icon that looks like an eye to filter all properties available that match that criteria.

WHAT'S AVAILABLE? CURRENT INVENTORY



OF PROPERTIES PUBLISHED ON WEBSITE | 1,104

TOP 5 INVENTORY BY NEIGHBORHOOD (West Side)

NEIGHBORHOOD	TOTAL	VACANT LAND (Subset)	COMMERCIAL/ INDUSTRIAL (Subset)	RESIDENTIAL STRUCTURES (Subset)
North Lawndale	126	121	2	3
East Garfield Park	83	82	1	-
Austin	73	70	-	3
Auburn Gresham	65	64	-	1
Humboldt Park	56	54	-	2

INVENTORY BY MUNICIPALITY (West Cook County)

MUNICIPALITY	TOTAL	VACANT LAND (Subset)	COMMERCIAL/ INDUSTRIAL (Subset)	RESIDENTIAL STRUCTURES (Subset)
Village of Maywood	67	62	2	3

Applying for a Property – Video Guide

HOW TO APPLY FOR CCLBA PROPERTY

Video Guide

Initial Application

- Applications can be submitted for any property of interest.
- There are 26 Yes or No questions.
- Once an Initial Application is submitted, you will receive a response within 5 business days.
- Approved Initial Applications will receive Access & Offer Instructions via email.
- If the application has errors, the applicant will receive an email/or note in your dashboard stating the error needing correction and a new Initial Application will need to be submitted.

Initial Application

Important Dates (Initial Due/ Offer Due/Award Date)

- Initial Application Due: November 10th – 3:00 PM
- Offer due: November 13th – 3:00 PM,
- Award Date November 20th – 5:00 PM

We have rolling dates. If an offer is not accepted, the property will automatically be relisted with a new offer submission date.

Email notifications are generated from:

donotreply@cookcountylandbank.org

or

Cook County Land Bank _ support@tolemi.com

If you have questions, please send an email to:

info@cookcountylandbank.org

We respond within 1-2 business days

Offer Application

Applicants must meet the following minimum requirements to be considered for CCLBA property

- Completed Initial Application and Offer Application
- Perform site inspection
- Submit **all** required documents
- Meet the submission deadline
 - Offer that meets CCLBA's bid price.
 - Entity is organized in Illinois (good standing). Entities organized out of state/country are not eligible for participation unless the commercial business is expanding to Cook County.
 - All applicants must reside and provide a physical address within the State of Illinois.
 - No unresolved court cases against the applicant.
 - An applicant does not currently own property with unresolved federal, state and/or local code violations or delinquent real estate taxes.
- Submit your offer amount
- Notate your planned end-use for the property
- You must upload each attachment
- Provide detailed line-item scope of work
- Provide proof of funds (i.e., bank statement, pre-approval, LOI)
- Include previous project info
(if applicable)

Offer Submissions | Scope of Work (sample)

Client Name:	SAMPLE SCOPE PROPERTIES		"EXHIBIT A"		
Property Address:	123 MAIN ST		SCOPE OF WORK		
Current Property Type:	2 Unit				
Post Rehab Property Type:	2 Unit				
Level of Finishes:	3 Levels				
List Structural Changes:	No Changes				
Final Bed/Bath Count:	6	6			
Exit Strategy (sell or refinance):	Sell				
PHASE 1: PRE-CONSTRUCTION			Original Amount	Net Adjustments	Ad
Drawings	\$	-	\$	-	\$
Permits	\$	3,000.00	\$	-	\$
Expeditor	\$	-	\$	-	\$
Alarm/Security	\$	-	\$	-	\$
Temporary Fencing	\$	-	\$	-	\$
Portable Toilets	\$	-	\$	-	\$
Engineering Fees	\$	-	\$	-	\$
Architectural Fees	\$	-	\$	-	\$
Utilities	\$	1,000.00	\$	-	\$
TOTAL PRE-CONSTRUCTION	\$	4,000.00	\$	-	\$
PHASE 2: DEMOLITION			Original Amount	Net Adjustments	Ad
Interior Demo	\$	20,000.00	\$	-	\$
Exterior Demo	\$	-	\$	-	\$
Dumpsters	\$	5,000.00	\$	-	\$
TOTAL DEMOLITION	\$	25,000.00	\$	-	\$ 25,000.00

PHASE 11: OPTIONAL	Original Amount	Net Adjustments	Adjusted Total	Description
Other	\$ -	\$ -	\$ -	
Fireplace	\$ -	\$ -	\$ -	
Final Cleaning	\$ 1,000.00	\$ -	\$ 1,000.00	
Staging	\$ -	\$ -	\$ -	
Stucco	\$ -	\$ -	\$ -	
Closets	\$ -	\$ -	\$ -	
General Contractor Fee	\$ -	\$ -	\$ -	
Finish Carpentry	\$ -	\$ -	\$ -	
Underpinning	\$ -	\$ -	\$ -	
Footers	\$ -	\$ -	\$ -	
Contingency	\$ 8,500.00	\$ -	\$ 8,500.00	
TOTAL OPTIONAL	\$ 9,500.00	\$ -	\$ 9,500.00	
Total Estimated Cost of Repairs	\$ 225,000.00	\$ -	\$ 225,000.00	

Certification

I (we) certify that I (we) have personally inspected this property. To the best of my (our) knowledge we have identified all known repairs and will take action to correct. We will complete all repairs in a workmanlike manner and in compliance with all federal, state, county and local building codes.

Signature _____ Date: _____

Signature _____ Date: _____

Commercial Submissions

CCLBA COMMERCIAL OFFER CHECKLIST 2024

Organizational Background

- Business Description
- Number of Employees
- Jobs Created in New Space
- Other Locations
- Articles of Incorporation or equivalent
- By-laws or equivalent
- Resumes for key staff and development team members

If applicable/available:

- Board of Directors list
- 501(c)3 acknowledgement letter

WEBSITE APPLICATION

- Complete online application at:
www.cookcountylandbank.org

Proposed Project's Financials

- Total Rehab Budget
- Sources and Uses Statement (if project is financed)
- Letter of interest, approval, or award letters for grants, donations, or government contracts, proof of funds for cash contributions
- Contact information for all financing sources

Proposed Project Information

- Project Plan, Scope of Work, Photos, maps, or mock-up of subject property
- Project timeline
- Samples of previous similar projects

If applicable:

- Letters of support from municipality, elected officials and community stakeholders

Common Offer Application Submission Errors



“I have not seen the property yet. I’ll need to schedule a showing so my contractor can create a scope of work.”

*A recent proof of funds attachment **(NOT ACCEPTABLE)**

Offer Evaluation Criteria

- Financial capacity
- Professional qualifications, experience, capacity of developer and team
- Scope of work and budget
- Offer meets minimum bid amount/Offers over minimum bid amount
- Sustainability and community building (i.e., Invest South/West, Municipal Development Initiatives)
- Zoning
- Legal actions
- Planned use
- Highest and Best Use

Property Awards Hierarchy

The Land Bank receives multiple applications for each property and unfortunately cannot move forward with all. The CCLBA awards property in the following hierarchy:

1. Municipalities/or if the site is part of a Municipal or Community Development Plan
2. Primary Residence, Owner-Occupied Purchase
3. Neighbors who live on the same block
4. Community organizations or non-profits in the community area.
5. Community/Local developers

Offer Notification Process

- Offer notifications are sent via email
- Tentatively Accepted Offers: The applicants will receive an email from the Sr. Property Acquisition Specialist
- Not Awarded Offers: The applicants will receive an email from:
donotreply@cookcountylanbank.org
- Tentatively Accepted Applicants will receive an email requesting buyer and attorney information
- Attorney information (*not a requirement)
- Once the buyer and attorney information has been obtained, the buyer will receive the Term Sheet.

or

Cook County Land Bank –
support@tolemi.com

Sales Protocol

Once the Term Sheet is received, the Sr. Property Acquisition Specialist completes the Disposition Checklist and forwards the disposition package via DocuSign to the Deputy Director and Executive Director for final approval.

Once the Executive Director has approved the disposition package, the Sr. Property Acquisition sends the executed Term Sheet to the buyer and request the application fee. Once the application fee is received the CCLBA attorney is engaged.

The CCLBA attorney emails the Purchase and Sale Agreement (PSA) to the buyer and their attorney. Once the PSA is fully executed, the closing process begins.

Closing Process

- **Step 1** CCLBA recommends that all buyers consider hiring an attorney for the closing. CCLBA does not provide legal advice.
- **Step 2** After the disposition packet is received, the CCLBA attorney will email a Purchase and Sale Agreement (PSA), which contains the sales price, closing date, and other terms of the sale, to the buyer within **7** to **10** business days. Once the buyer receives the PSA, they will have **7** business days to sign and return the Agreement.
- **Step 3** Once the PSA is executed, the CCLBA attorney will email an executed copy to all parties involved.
- **Step 4** Next, point-of-sale items are ordered by CCLBA. Please note that water and zoning certs are only ordered for Chicago properties and zoning certs are only ordered for residential structures. For suburban properties, all municipal requirements will need to be met.
- **Step 5** Once all point-of-sale requirements are met, the CCLBA attorney will reach out to the buyer to schedule the closing.
 - The entire closing process usually takes 90 to 120 days.
 - Real Estate closings are usually done via email and not in person.

Asset Management

- **Role**

- To secure and maintain properties while owned by CCLBA and ensure projects are completed in accordance with the purchase terms

- **Typical Services**

- Upon acquiring a property, CCLBA will clean up the exterior and secure the property as needed
- Ongoing lawncare and snow removal services as well as inspections on structures for safety and security

- **Post Closing**

- CCLBA cancels all services and checks in with buyers for project status
- ***Once you close on the property, you are responsible for securing and maintaining it***



Post Closing



- Asset Manager will send a “Congratulations” e-mail within 30 days, which will:
 - Introduce him or her as the contact person
 - Remind buyers of their obligations
 - Project shall be completed within a specified time frame, typically 12-18 months from closing date
 - Pull all appropriate Permits
- Notify the buyer of the process to obtain appropriate releases

CCLBA Title Restrictions

- **Right of Re-entry**

- States CCLBA has the authority to reclaim the property if the project is not completed in a specified period (typically 12-18 months from purchase)
- Requires property to be brought into compliance with all federal, state, and local building codes
- CCLBA requires you to meet the scope and timeline of the project you represented at the time of purchase
- Extension(s) may be granted on a case-by-case basis
- Designed to ensure the project moves forward in a timely fashion

CCLBA Title Restrictions

- **Forgivable Mortgage**

- Not a typical mortgage where CCLBA will give you money to purchase/improve the property
- \$20,000
- CCLBA will take a secondary position to the buyer's lender (if needed)
- Designed to ensure the purchaser remains in compliance with the terms of the purchase agreement.
- Only released upon sale to an owner occupier or expiration (3 years from the purchase date)



Extensions of Rehab Period

- If work can not be completed in the original time frame, an extension may be granted
- Asset Manager will request updated information for review
- Quit-claim deed-in-trust will be required
- ***Keep the lines of communication open***

Releases

- **Certificate of Satisfaction:** CCLBA signs off that the project has been completed and is releasing its Right of Re-entry
 - Asset Manager inspects the property for project completion
 - Walks property to take pictures of completed work
 - Reviews copies of permits and Certificate of Occupancy (if required)
 - Evaluates the quality of completed work which will affect future awards
 - Request inspections upon work completion; do not wait until a few days before closing
 - Asset Managers are not “code inspectors”; the local municipality handles this

Releases

- **Mortgage Release**

- Only released upon sale to an owner occupier or expiration (3 years from the purchase date)
- Email the Asset Manager a copy of the sales contract for CCLBA records
- Sales contract must have the buyer's current address information
- CCLBA will ask purchaser to sign an Owner Occupancy Affidavit
- Release is buyer specific – if the buyer changes, you will need an updated release
- Request sooner than later to ensure closing is not delayed

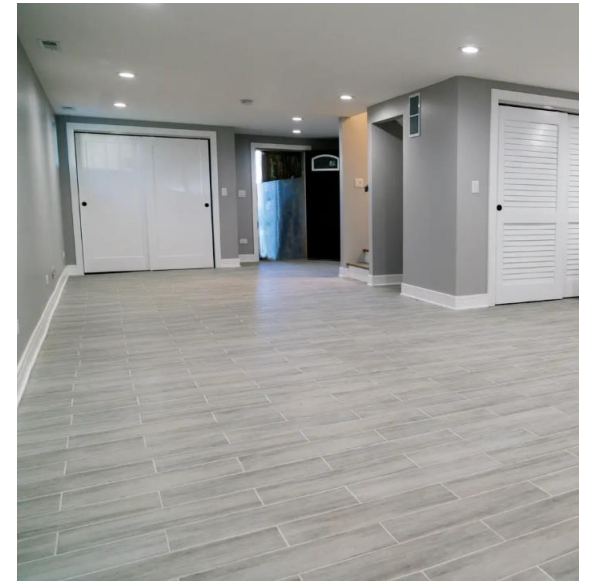
FAQs

- What should I do if I see a Land Bank sign and I don't see the property listed on the website? This could mean several things. The property may be a new acquisition and is in the process of being listed. Offers may be under review, or the property could be under contract. For more information, please email info@cookcountylanbank.org or call (312) 603-8015 for more information.
- Does the Land Bank provide a clear title? Yes, your closing will go through a title company, and you will receive clear title.
- Do I need an attorney? The Land Bank recommends you have representation. The Land Bank is not able to provide legal counsel. It's up to you.

Lashley Construction Group LLC



City Holdings LLC

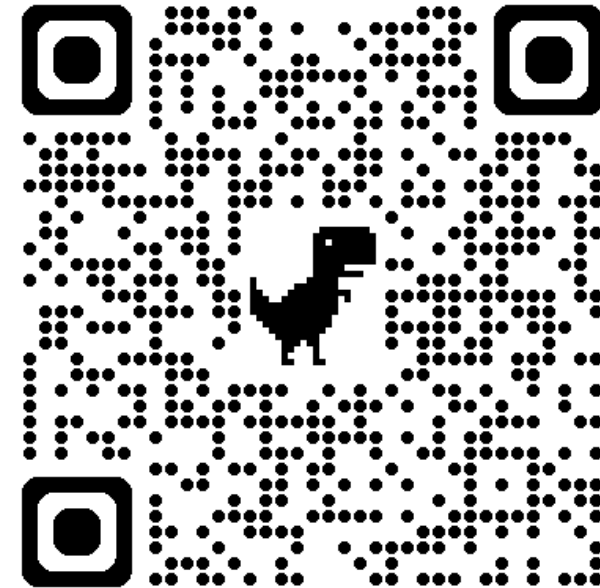


QR Codes

Survey/Questions



Seminar Documents



Thank You