



Pittsburgh Land Bank

Work Plan

For Residential Structures, the PLB shall require the following information to qualify prospective end users:

(i) A renovation plan that contains the following:

- A plan for the complete renovation for the Residential Structure that will make the Structure safe and habitable and return all of the Structure's system to functional condition per local Code and building standards as enforced by the Department of Permits, Licenses, and Inspections (PLI).
- Proof of funding immediately available to acquire and complete the work as set forth in the Renovation Plan for each Residential Structure to be acquired and renovated.
 - Acceptable proof of funding includes: cash on-hand, available credit, and other liquid assets.
 - Financial assistance offered by a friend or relative may not be accepted unless the individual or entity offering assistance is also an applicant.

For Commercial Properties, the PLB shall require the following information to qualify prospective end users:

(ii) A development plan that contains the following:

- A list of all known development partners, including contractors, project manager,
- architects, legal counsel, Realtors, and any other partners;
- A narrative description of the development work to be completed, project time line,
- and final end use;
- The sources of financing or funding available to complete the project;
- A description of or application for any special use permit, variance, or rezoning
- necessary to accomplish development plans; and
- A description of previous commercial property experience, if any.

The PLB may, at its discretions, require the following additional information to qualify prospective end users of Residential and Commercial Properties:

- Expressions of Input from neighborhood-based organizations, renovation partners, lenders, purchasers of previously renovated properties, current or former tenants, and any other relevant parties;
- Proof of prior experience successfully renovating Residential Structures, Commercial Property, Side Yard, or Vacant Land (including photographs of work undertaken and completed, and a narrative describing past or current projects); or
- Any additional information the prospective end user wishes to share that relates to the renovation project.



Work Plan

The Work Plan is intended to act as an additional resource for prospective end users submitting an Application to Purchase property. Although the above information is **required** to advance one's Application, this Work Plan serves as a template:

Applicant Name:				Total Rehab Amount:	
Property Address:				Projected Rehab Completion Date:	
Parcel ID Number:					
Please include source of all cost estimates and include estimated value of work being done personally. If doing work yourself please indicate your qualifications/past experience.					
Location	Performing Work	Repair and Description	Cost Estimate of Materials (Include Source)	Cost Estimate of Labor (include value of personal labor)	Timeline
<i>Example: Roof Assembly</i>	<i>Contractor (ABC Roofing)</i>	<i>Replace roof, gutter repair for main house and porch, reattach downspouts</i>	<i>Included</i>	<i>\$12,000</i>	<i>90 Days</i>
<i>Example: Interior Surfaces and Assemblies</i>	<i>Self</i>	<i>Replace seven windows (~\$250 each), replace interior doors and hardware (5x\$125 each), sand and resurface downstairs, carpet upstairs, paint</i>	<i>\$28,000 (ABC Hardware)</i>	<i>My Labor-estimated at \$10,000 value</i>	<i>90 Days</i>
	<i>Contractor</i>	<i>Demo, dispose of, and repair damaged drywall</i>	<i>Included</i>	<i>\$3,000</i>	<i>30 Days</i>
Mechanical (HVAC, chimney, furnace, etc.)	Self				
	Contractor: _____ _____ _____				
Plumbing	Self				
	Contractor: _____ _____ _____				
Electrical	Self				
	Contractor: _____ _____ _____				

Location	Performing Work	Repair and Description	Cost Estimate of Materials (Include Source)	Cost Estimate of Labor (include value of personal labor)	Timeline
Interior Surfaces and Assemblies (doors, drywall, paint, flooring, smoke detectors, framing, water proofing, etc.)	Self				
	Contractor: _____ _____ _____				
Exterior Surfaces and Assemblies (exterior paint, steps, railing, sidewalk, driveway, window frames, soffit/fascia, foundation, siding, exterior doors, etc.)	Self				
	Contractor: _____ _____ _____				
Roof and Gutter Assemblies (main roof, porch roof, shed roof, gutters, downspouts, etc.)	Self				
	Contractor: _____ _____ _____				

Total Materials Cost: \$ _____ **Total Labor Cost:** \$ _____ **Total Estimated Timeline:** _____

Estimated Value of Personal Labor: \$ _____

Additional Information (If doing work yourself, please detail qualifications or past experience here. Please include additional pages if necessary):
