



MARION COUNTY COURTHOUSE

MARION COUNTY LAND BANK

200 S. 3RD ST., STE 104
MARION, KANSAS 66861
620-382-2185

Land Bank Donation Process Guide

- ☐ The donor must complete the Application to Donate Property and submit to the Marion County Clerk's Office at 200 S. Third St., Suite 104, Marion, KS 66861.
- ☐ County staff (including but not limited to Planning/Zoning, Register of Deeds, Treasurer, Appraiser, Clerk) will review the details of the property and prepare documentation to include tax history, photos, and other pertinent information for review by the Board of Trustees.
- ☐ Land Bank staff will request a Title Commitment for the property from a title agency. Title Commitments can take several weeks to be processed.
- ☐ Land Bank staff will review the Title Commitment for any conditions or exceptions on the title.
 - ☐ The Land Bank may require additional paperwork to satisfy the Title Commitment.
- ☐ The Land Bank Board of Trustees will review the Title Commitment, Application, and all other documentation at a regular or special meeting and will vote whether to accept the property.
- ☐ If accepted, 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 submit the signed deed for recording at the Marion 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.