



## **Anthony Land Bank Property Donation Process Guide**

1. The donor must complete and submit the Property Donation Form to the Anthony Land Bank (in care of The City of Anthony, KS 124 S. Bluff Ave. Anthony, KS 67003)
2. The Anthony Land Bank will request a Title Commitment for the property from a title agency. Allow 2-4 weeks for title work.
3. The Anthony Land Bank will review the Title Commitment for any conditions or exceptions on the title. The Anthony Land Bank may require additional paperwork to satisfy the Title Commitment.
4. The Anthony Land Bank will prepare a deed for signature by the donor once the title is clear. Deeds must be signed in front of a Notary Public.
5. The Anthony Land Bank will send the signed deed for recording to the Harper County Register of Deeds office.
6. When the recorded Deed is returned to the Anthony Land Bank, the donor will receive a copy of that recorded Deed in the mail, as well as a letter from the Anthony Land Bank to document the date and value of the donation.