



CHATTANOOGA LAND BANK AUTHORITY
Application for Property Development

Application Instructions

Please read all instructions carefully before completing this application.

- All applications must be submitted to **Megan Miles via email at mmiles@chattanooga.gov** with the subject line **“Chattanooga Land Bank Authority - Application.”**
- All required forms and attachments must be completed and submitted together as a single electronic file. Incomplete applications may be delayed or disqualified. If an item does not apply, indicate “N/A.”
- This is a competitive application process. The Chattanooga Land Bank Authority is not obligated to dispose of property to any applicant, including the highest-scoring applicant. Each proposal will be evaluated solely on its own merit.
- If you are responding to multiple Requests for Proposals, a separate application must be submitted for each.
- **All applications must be received by 5:00 p.m. Eastern Standard Time on January 12th, 2026.**

Submittal Requirements

All applications must include the following materials. Incomplete submittals may not be reviewed.

Application

- Completed application form
- Signed certification form

Required attachments / supplemental information:

- Certificate of Existence from the Tennessee Secretary of State (current within 12 months)
- Photos and documentation of similar projects
- Resumes and biographical information of development team
- For general contractors, license number and Certificate of Existence (current within 30 days)
- Preliminary drawings and plans
- Development budget with proposed sources and uses
- Evidence of financing