

**REGISTRATION OF LAND REUSE  
AGENCY OR MUNICIPAL LAND BANK**

Form LRA-1  
Rev. 3/2019

**West Virginia Secretary of State**  
Business & Licensing Division  
Tel: (304)558-8000  
Fax: (304)558-8381  
Website: [www.wvsos.gov](http://www.wvsos.gov)

**FILE ONE ORIGINAL**  
(Two if you want a filed stamped  
copy returned to you.)

**FILING FEE: NO FEE**

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**Purpose of this Form:**

Pursuant to W. Va. Code §31-18E-2, land reuse agencies and municipal land banks are public bodies that may be created by municipalities and counties to facilitate the return of vacant, abandoned and tax-delinquent properties to productive use.

**Requested Information:**

Please complete this form with the information specified in the ordinance submitted pursuant to W. Va. Code §31-18E-4. Please note that this form is NOT required. However, completing and submitting this form will streamline the creation and registration process for new land reuse jurisdictions.

**PLEASE NOTE:** Original paperwork is kept by this office. You must include a copy of the original filing if you want a file stamped copy returned to you at no extra charge.

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**REGISTRATION OF LAND REUSE AGENCY OR MUNICIPAL LAND BANK**

A. **Name of the Land Reuse Agency  
or Municipal Land Bank:** \_\_\_\_\_  
\_\_\_\_\_

B. **Number of Board Members** (must be an odd number: at least 5, no more than 11): \_\_\_\_\_

C. **Term of Office of Board Members:** \_\_\_\_\_

D. **Initial Board Members' Names and Positions Held:**

<b>Board Member Name:</b>	<b>Position Held:</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____

*Continued on page 2.*

E. Description of Board Members' qualifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. Description of Board Members' manner of selection or appointment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. Additional terms and conditions the land reuse jurisdiction deems reasonable and necessary for operation of the land reuse agency that are not inconsistent with W. Va. Code §31-18E-1 et seq.:

\_\_\_\_\_  
\_\_\_\_\_

Please select "Yes" or "No" and provide any additional necessary information below:

H. **Yes**  **No**  The above-named Land Reuse Agency or Municipal Land Bank is being formed with an *Intergovernmental Cooperation Agreement* in combination or collaboration with one or more other land reuse jurisdictions under W. Va. Code §31-18E-4(c) and/or (f).  
*If "Yes", please submit the agreement with this application.*

I. **Yes**  **No**  Have any supplemental rules and/or guidelines been adopted?  
*If "Yes", please submit any rules and/or guidelines with this application.*

J. **Yes**  **No**  Have any ethical guidelines been adopted?  
*If "Yes", please submit any guidelines with this application.*

K.  You must CHECK THIS BOX confirming the ordinance is attached with this registration (**required**).

L. Contact and Signature Information\* (See below *Important Legal Notice Regarding Signature*):

Contact person name (in case of problem with filing): \_\_\_\_\_ Phone: \_\_\_\_\_

Print Name of Officer/Agent Completing this Form: \_\_\_\_\_

Signature of Officer/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Important Legal Notice Regarding Signature:** Per West Virginia Code §31D-1-129. Penalty for signing false document. Any person who signs a document he or she knows is false in any material respect and knows that the document is to be delivered to the secretary of state for filing is guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than one thousand dollars or confined in the county or regional jail not more than one year, or both.

**Important Note:** This form is a public document. Please do NOT provide any personal identifiable information on this form such as social security number, bank account numbers, credit card numbers, tax identification or driver's license numbers.

Rev. 11/2022

## Customer Order Request

SUBMIT THIS COMPLETED FORM WITH YOUR FILING.

\* For expedited service or to obtain certified copies of the filing, please contact the Business Division by phone at (304) 558-8000 or by e-mail at [business@wvsos.gov](mailto:business@wvsos.gov) for more information.

Name of Entity: \_\_\_\_\_

Return filing to:  
(Return Address) \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**Return Delivery Options:** Email or Fax options do not receive a copy via mail; must be ordered separately.

Email to: \_\_\_\_\_  Fax to: \_\_\_\_\_

Hold for Pick Up  Mail to Return Address above  FedEx: Acct # \_\_\_\_\_

Other (explain below): \_\_\_\_\_  UPS: Acct # \_\_\_\_\_

**Order Description** (include items being ordered and any fee breakdown, where applicable):

**SEND THE COMPLETED REGISTRTRION BY ONE OF THE FOLLOWING METHODS:**

- E-MAIL to [business@wvsos.gov](mailto:business@wvsos.gov)
- FAX to one of the Business Center fax numbers listed below
- MAIL to one of the Business Centers listed below
- WALK IN delivery to one of the Business Centers listed below (Drop off service will be filed within 5-10 business days.)

### BUSINESS SERVICE CENTERS *Standard and Expedited Filings*

**Charleston Office**  
**One-Stop Business Center**  
13 Kanawha Blvd. West  
Suite 201  
Charleston, WV 25302  
Phone: (304) 558-8000  
Fax: (304) 558-8381  
Hours: Mon. - Fri. 8:30a - 5:00p EST

**Clarksburg Office**  
**North Central WV Business Center**  
153 West Main Street  
Suite G- Third Floor  
Clarksburg, WV 26301  
Phone: (304) 367-2775  
Fax: (304) 627-2243  
Hours: Mon. -Fri. 9:00a - 5:00p EST

**Martinsburg Office**  
**Eastern Panhandle Business Center**  
229 E. Martin Street  
Martinsburg, WV 25401  
Phone: (304) 356-2654  
Fax: (304) 260-4360  
Hours: Mon. - Fri. 9:00a - 5:00p EST