

**SALE OF ADJUDICATED
PROPERTIES
TO ADJOINING LANDOWNER
\$1 PROGRAM**



**APPLICATION INSTRUCTIONS
AND
FORMS**

08/2009

**PROCEDURES FOR SALE OF ADJUDICATED PROPERTIES TO
ADJOINING LANDOWNER
\$ 1 PROGRAM**

- 1) **Applicant (adjoining landowner) to produce affidavits and complete application form.** The owner of the adjoining property (applicant) must produce no fewer than three (3) sworn affidavits attesting to the maintenance of the adjudicated vacant lot. One affidavit must be attested to by the adjoining landowner (applicant). Other affidavits shall be from owners or lessees of property in the immediate vicinity, as defined by law, of the adjudicated vacant lot. **(See attached map as example).** All information, and signatures requested in the application must be completed. Affidavit forms and applications must be obtained from:

**City of Shreveport
Property Management Section
505 Travis Street, Suite 300
Shreveport, LA 71101**

Or

Get Online Package at:
<http://www.shreveportla.gov/pdf/2009-DollarProgram.pdf>
- 2) **Appointments will be made on Mondays and Thursdays only, to discuss details of individual applications.** Call (318) 673-6016 to schedule and appointment.
- 3) **Property Management Section to verify applicant has no outstanding taxes, fees, or other charges due the City of Shreveport.** Applicants with outstanding debts owed the City of Shreveport, will not be allowed to proceed with the purchase process until all debts are paid in full.
- 4) **Determination of surplus property by the City of Shreveport.** Purchasing Agent polls City Departments to determine if there is a need for the property being considered for sale. Should the City determine it has a use for the property, the applicant will be notified. Should the City determine it has no use for the property, the City will proceed with getting a title report.
- 5) **City of Shreveport to notify Caddo Parish of the property proposed to be sold.** If the Parish determines that the property is needed for a public purpose, or an application has been filed with the Parish to purchase it, and the Parish notifies the City within 15 days, then the property is no longer available for sale by the City under this program.
- 6) **City of Shreveport to provide title report.** City of Shreveport's Legal Department will oversee providing a title report on the property.
- 7) **City of Shreveport's Property Management Section will notify all interested parties noted on title report.** Written notice will be sent to all parties with a property interest, and a newspaper ad will be run, giving notice to such parties that they have until the later of the following time periods to redeem the property: 60 days from date of notice if the property has been adjudicated for more than 5 years or six months from date of notice if the property has been adjudicated for over three years but less than five years.
- 8) **City of Shreveport's Property Management Section will prepare a resolution for the City Council to declare the property as surplus.** Council approval is required before proceeding with sale.
- 9) **Once the resolution declaring the property as surplus has Council approval, Property Management Section notifies applicant of the approval.** The Property Management Section then schedules a closing date. Purchaser must provide \$1 for the purchase price.



Immediate Vicinity (Sample Drawing)

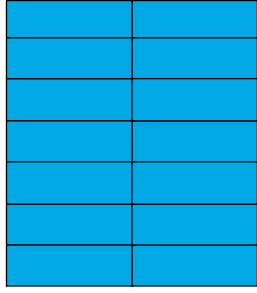
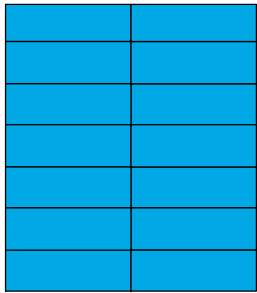


Legend

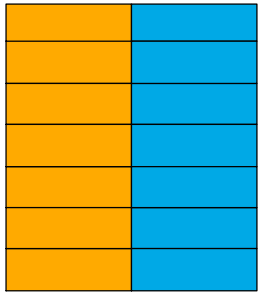
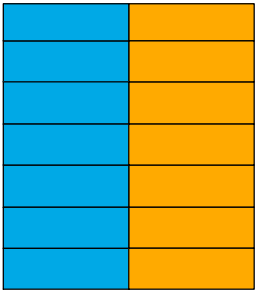
Vacant adjudicated property to be acquired

Immediate Vicinity

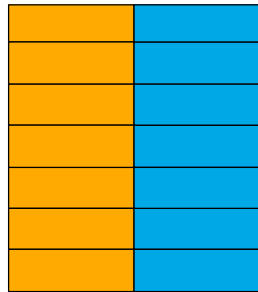
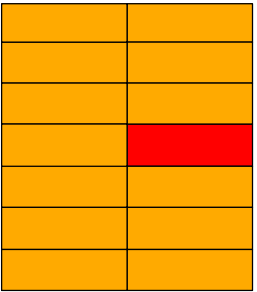
Outer Vicinity



Left Ave

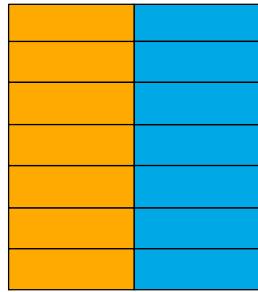
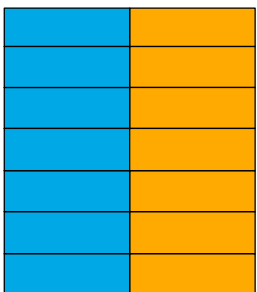


Cross Ave

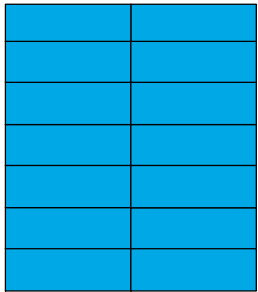
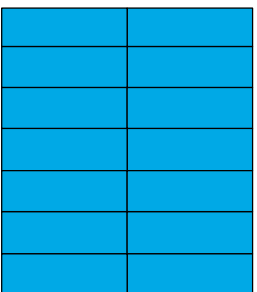


Sample Street

Tree Ave



Right Ave



***Note: Affidavit witnesses must come from immediate vicinity area.**



**CITY OF SHREVEPORT
APPLICATION FOR SALE OF ADJUDICATED PROPERTY
\$1 PROGRAM**

**GENERAL INFORMATION
PAGE 1**

1. DATE OF APPLICATION: _____

2. APPLICANT INFORMATION:

NAME (Please Print)

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

FAX NUMBER

3. MUNICIPAL ADDRESS, CITY, STATE, AND ZIP OF PROPERTY REQUESTED:

4. TAX ASSESSOR'S GEOGRAPHIC ACCOUNT NUMBER OF PROPERTY REQUESTED:

**CITY OF SHREVEPORT
APPLICATION FOR SALE OF ADJUDICATED PROPERTY
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**GENERAL CONDITIONS
PAGE 1**

THE CITY OF SHREVEPORT MAKES NO WARRANTIES OR GUARANTEES OF ANY KIND WHATSOEVER, EXPRESS OR IMPLIED WITH RESPECT TO THE CONSTITUTIONALITY OF THE SALE OF ADJUDICATED PROPERTY. THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE ARE HEREBY DISCLAIMED AND EXCLUDED. THE CITY OF SHREVEPORT SHALL NOT BE LIABLE TO ANY APPLICANT, PURCHASER, OWNER, OR ANY THIRD PARTY FOR ANY SPECIAL, PUNITIVE, INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE SALE OF ADJUDICATED PROPERTY.

THE SALE OF ADJUDICATED PROPERTY IS AUTHORIZED UNDER LSA-R.S. 47:2201, ET SEQ. ALL APPLICANTS ARE STRONGLY ADVISED TO OBTAIN LEGAL COUNSEL PRIOR TO MAKING AN APPLICATION TO ACQUIRE ADJUDICATED PROPERTY AND TO REVIEW THE APPLICATION FOR SALE OF ADJUDICATED PROPERTY. THE USE OF ADJUDICATED PROPERTY AS COLLATERAL AND THE ABILITY TO RESELL OR RECONVEY ADJUDICATED PROPERTY IS NOT WARRANTED OR GUARANTEED. IF PROPERTY IS ENCUMBERED WITH FEDERAL TAX LIENS, THE INTERNAL REVENUE SERVICE HAS THE RIGHT TO REDEEM SAID PROPERTY BEYOND THE DATE OF SALE. THE APPLICANT SHALL NOT HAVE ANY RECOURSE AGAINST THE CITY OF SHREVEPORT, ITS MAYOR, THE SHREVEPORT CITY COUNCIL, OR ANY OF THE CITY'S DIRECTORS, OFFICERS, ADMINISTRATORS, EMPLOYEES, ATTORNEYS OR ANY OTHER AGENT FOR ANY DEFECT OF TITLE OR ANY DEFECT IN THE PROPERTY.

THE UNDERSIGNED HEREBY AGREES AND CERTIFIES THAT I HAVE READ AND UNDERSTAND THE APPLICATION AND GENERAL CONDITIONS FOR SALE OF ADJUDICATED PROPERTY. I FULLY UNDERSTAND AND AGREE THAT IN ACCORDANCE WITH SAID CONDITIONS, I AM NOT THE ORIGINAL OWNER OF RECORD OR AN IMMEDIATE FAMILY MEMBER OF THE ORIGINAL OWNER OF RECORD, NOR DO I HOLD A FINANCIAL INTEREST IN THE ADJUDICATED PROPERTY NOTED IN THIS APPLICATION FOR SALE OF ADJUDICATED PROPERTY.

(Print Name)

(Signature)

**STATE OF LOUISIANA
PARISH OF CADDO**

**AFFIDAVIT OF LANDOWNER
OF ADJOINING ADJUDICATED VACANT LOT**

BEFORE ME the undersigned authority personally came and appeared _____
_____, hereinafter called "**Landowner**", on this _____
day of _____, 20____, who after being duly sworn, deposed and said:

1. Landowner is the owner or one of the owners of the following property:

Address: _____

Geog. Number: _____

2. Landowner has applied to purchase the following adjudicated vacant lot, which is immediately adjacent to the property he or she owns listed above.

Address: _____

Geog. Number: _____

3. Landowner has undertaken open, notorious, continuous, uninterrupted, peaceable, public, and unequivocal possession of and maintained the adjudicated vacant lot in accordance with all relevant state and local laws for a period of one year.

Witnesses:

Landowner

NOTARY PUBLIC

**STATE OF LOUISIANA
PARISH OF CADDO**

AFFIDAVIT OF NEIGHBOR

BEFORE ME the undersigned authority personally came and appeared _____
_____, hereinafter called “**Neighbor**”, on this ____ day
of _____, 20____, who after being duly sworn, deposed and said:

1. Neighbor is
(check one) a) the owner or one of the owners
 b) the lessee
of the following identified property:

Address: _____

Geog. Number: _____

2. Neighbor been in possession of the property listed above or lived there for one year or longer.
3. The property listed above is in the immediate vicinity of the following adjudicated vacant lot:

Address: _____

Geog. Number: _____

4. Neighbor knows and states that _____ has undertaken open, notorious, continuous, uninterrupted, peaceable, public, and unequivocal possession of and maintained the adjudicated vacant lot in accordance with all relevant state and local laws for a period of one year.

Witnesses:

Neighbor

NOTARY PUBLIC

**STATE OF LOUISIANA
PARISH OF CADDO**

AFFIDAVIT OF NEIGHBOR

BEFORE ME the undersigned authority personally came and appeared _____
_____, hereinafter called “**Neighbor**”, on this ____ day
of _____, 20____, who after being duly sworn, deposed and said:

1. Neighbor is
(check one) a) the owner or one of the owners
 b) the lessee
of the following identified property:

Address: _____

Geog. Number: _____

2. Neighbor been in possession of the property listed above or lived there for one year or longer.
3. The property listed above is in the immediate vicinity of the following adjudicated vacant lot:

Address: _____

Geog. Number: _____

4. Neighbor knows and states that _____ has undertaken open, notorious, continuous, uninterrupted, peaceable, public, and unequivocal possession of and maintained the adjudicated vacant lot in accordance with all relevant state and local laws for a period of one year.

Witnesses:

Neighbor

NOTARY PUBLIC