



PROCEDURES FOR SALE OF ADJUDICATED PROPERTY PARISH OF CADDO

1. Applicant to complete an application form, all Payments made Payable to Parish of Caddo
 - A. Application Fee \$300.00 plus \$105.00 for Louisiana Filing Fee
The application fee may also be subject to any other potential costs incurred by CivicSource.
 - B. Please mail or deliver completed application(s) to:

Attn: Adjudicated Property
Department of Public Works
505 Travis St., Suite 820
Shreveport, LA 71163-1127

**The Public Works Department does not have a list of adjudicated properties;
you must contact the Caddo Parish Tax Assessor's Office (See back page) ****
2. A scheduled sale will not occur earlier than 45 days from the day an application is received. The applicant will receive, via US mail, a written notice of the scheduled sale date, at least seven (7) days prior to the sale date.
3. The sale shall be advertised in the official journal (Caddo Citizen) of the Parish twice.
 - A. Once at least 30 days prior to the sale and once within seven (7) days of the sale.
 - B. The advertisement shall provide the bid cost, the latest date and time that sealed bids will be accepted, and any other terms of the sale.
4. Any person desiring to submit a bid (No minimum bid is required) for the purchase of tax title to the adjudicated property as provided above should:
 - A. Submit in a sealed envelope a completed and signed adjudicated property bid form and certified funds (cashier's check or money order) for the amount of the bid and estimated expenses of the sale (except for the original applicant who only shall include the amount of the bid).
 - B. Write on the outside of the sealed envelope the name, address, telephone number of the bidder, and the Assessor's Geo. number for the subject property. The amount of the bid shall not be written on the outside of the envelope. Any sealed envelope on which the amount of the bid is written or otherwise indicated will be returned to the bidder unopened.
 - C. Deliver the sealed envelope by hand, mail, commercial courier, or other means to the Caddo Parish Department of Public Works at the address provided on the adjudicated property bid form by the date and time in the published notice. Bidders are responsible for the timely submission of their bids. Submissions received after that date and time shall be returned unopened to the address on the outside of the envelope.
4. On the date and time set in the Public Notice, all sealed bids will be open and publicly read aloud. Bidders need not attend; all high bidders will be notified by mail or phone.

5. The Parish will deposit and refund all unsuccessful bids. Refunds will be issued in a reasonable time to all bidders other than the successful bidder.
6. The successful bidder will be furnished examples of the notices, publications, and an affidavit of notice. *(These forms are provided for informational purposes only). The successful bidder will be responsible for providing notice to interested parties in accordance with the State of Louisiana, Act 819 of 2008.*
7. Failure to timely complete the process after notice will constitute abandonment of the process. Abandonment of the process will result in forfeit of the funds held by the Parish and in the property being eligible for purchase in a subsequent process.
 - A. If the required notification period is 60 days, the acquiring party shall complete the notifications within 120 days of the sale date or **all funds will be forfeited.**
 - B. If the required notification period is 180 days (6 months), the acquiring party shall complete the notifications within 240 days (8 months) of the sale date or **all funds will be forfeited.**
8. After the required notification period has ended, the applicant will need to contact the Parish of Caddo to prepare the deed. A deed will be prepared within ten (10) days of notice of the closing.
9. The Parish of Caddo will record the deed and return a certified copy to the acquiring party.
10. The Parish of Caddo will reserve any and all the Oil, Gas, and other mineral rights under the subject property.

THE PARISH OF CADDO PUBLIC WORKS DEPARTMENT CANNOT ASSIST IN THE NOTIFICATION PROCESS.

APPLICANTS ARE STRONGLY ADVISED TO OBTAIN LEGAL COUNSEL PRIOR TO MAKING AN APPLICATION TO ACQUIRE ADJUDICATED PROPERTY AND TO REVIEW THE APPLICATION FOR PURCHASE OF ADJUDICATED PROPERTY.

****Caddo Parish Tax Assessor's Office - (318) 226-6701**
Caddo Parish Courthouse; 501 Texas Street, Room 101, Shreveport, LA 71101

Caddo Parish Sheriff's Office
Caddo Parish Sheriff's Tax Department - (318) 681-0638
Caddo Parish Courthouse, 501 Texas Street, Room 101, Shreveport, LA 71101

City of Shreveport (Delinquent Taxes)
City of Shreveport Revenue Department - (318) 673-5507
Governmental Plaza Building, 505 Travis Street, 1st Floor, Shreveport, LA 71101

If the property is only adjudicated to the City of Shreveport:

Contact: City of Shreveport
Property Management Department
505 Travis Street, 3rd Floor
Shreveport, LA 71101
Phone: (318) 673-6016
Website: <http://www.shreveportla.gov>