

PROCEDURES FOR DONATION OF ADJUDICATED PROPERTY

1. **Applicant to complete application form.** (Application Fee \$200.00, CERTIFIED FUNDS ONLY, payable to Parish of Caddo; \$100 represents an un-refundable application fee - \$100 represents an advance towards notice and advertising fees). These fees may be adjusted up or down depending up the actual costs incurred. A balancing of the fees will occur at the conclusion of the process. All information, fees, and signatures requested in application must be completed. Incomplete applications will not be processed and will be returned to the applicant. The Caddo Parish Tax Assessor's Office located in the Caddo Parish Courthouse, 226-6701, has all the information needed to complete the application. Public Works does not have any of this information nor do we have a list of properties available.

THE PARISH OF CADDO WILL RESERVE ANY AND ALL OF THE OIL, GAS, AND OTHER MINERALS UNDER THE SUBJECT PROPERTY.

You may mail your completed application to: Parish of Caddo
Department of Public Works
P. O. Box 1127
Shreveport, LA 71163

2. **Determination of surplus property by all taxing authorities.** (At least 30 days from time they are notified.
3. **Letter to applicant to provide Title Report.** (Title Report Fee \$125). Caddo Parish will provide a list of approved title companies to applicant. Fee and title report contents have already been agreed to by all parties.
4. **Caddo Parish will notify all interested parties noted on Title Report.** Attempt must be made by certified letter first. Legal time limit is sixty (60) days from date last green card received. If interested party notification is returned undeliverable, a newspaper advertisement must be run once a week for two weeks. The sixty (60) day period begins on date of last ad.
5. **Letter to applicant to provide Appraisal Report.** (Appraisal Report, lot without improvements \$150, lot with improvements \$250, large tracts with acreage are negotiable) Caddo Parish will provide a list of approved appraisers to applicant. Fees and appraisal report contents have already been agreed to by all parties.
6. **Caddo Parish will run notice advertisement to Public.** Caddo Parish will notify the Public of the deadline for submitting offers. Caddo Parish reserves the right to reject any or all bids.
7. **Caddo Parish will prepare ordinance submitting to the Caddo Parish Commission for approval, if no written offers are received.**
8. **If property in City, Caddo Parish will notify City to prepare resolution for City Council approval.**
9. **Caddo Parish will notify applicant of date and time to sign deed.** A recording fee is required (certified funds).