

**PROCEDURES FOR SALE OF ADJUDICATED PROPERTY (Rev. November 2010)**  
**No Minimum Bid Required**

1. Applicant to complete application for m. (Application Fee \$300.00, **CERTIFIED FUNDS ONLY**, payable to Parish of Caddo; \$200 represents a non -refundable application fee - \$100 represents an advance advertising fee). All information, fees, and signatures requested in application must be completed. *Incomplete applications will not be processed.*

**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)\*\***

**Please mail or deliver completed application(s) to:**

**Parish of Caddo - Department of Public Works (318) 226-6931**  
**Governmental Plaza Building**  
**505 Travis St., Suite 820; P. O. Box 1127**  
**Shreveport, LA 71163-1127**

2. No minimum bid is required. The Parish of Caddo shall schedule a sale date as soon as possible.
3. The sale shall be advertised by the Parish of Caddo twice. Once at least 30 days prior to the sale and once within 7 days of the sale. Only persons submitting written offers will be allowed to participate in the bid process. The advertisement shall stipulate the last day written offers will be accepted. Advertisements will be placed in Caddo Citizen (318) 375-3294 legal section.
4. At the sale, the property will be sold to the highest bidder.
5. Should anyone other than the applicant be the *successful* bidder, that person shall tender certified funds to the Parish of Caddo in an amount of \$300.00, which is equal to the original application fee. These funds shall be received in the Caddo Parish Public Works Department, at the address above, within (72) hours, no later than 4:30 p.m., the day following the date of sale.
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.*

**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.**

**THE PARISH OF CADDO WILL RESERVE ANY AND ALL OF THE OIL, GAS, AND OTHER MINERAL RIGHTS UNDER THE SUBJECT PROPERTY**

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7. At the conclusion of the notification period, as required by law, (60 days for property adjudicated more than 5 years, and 6 months for property adjudicated more than 3 years and less than 5 years), the acquiring party shall sign a statement that the notices have been given as required and they now request to authenticate the sale. The Parish of Caddo will prepare a deed within ten (10) days of this request.
8. At the closing, the acquiring party shall tender certified funds payable to the Parish of Caddo for the purchase price and applicable recording fees.
9. The Parish of Caddo will record the deed and return a certified copy to the acquiring party.

*NOTE: 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.*

*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.*

**\*\*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, 1<sup>st</sup> Floor, Shreveport, LA 71101

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

Contact: City of Shreveport - Property Management Department  
Governmental Plaza Building - 505 Travis Street, 3<sup>rd</sup> Floor  
Shreveport, LA 71101  
Phone: (318) 673-6022

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