

## CONDEMNATION CHECKLIST

Property Address: 2713 Carriage Dr Phone: 870-530-4043  
 Property Owner: Jerry & April Cook Phone: \_\_\_\_\_  
 Owner's Address: 2713 Carriage Dr Fax: \_\_\_\_\_  
Jonesboro, AR

	BEGINNING DATE	ENDING DATE	ACTION
<input checked="" type="checkbox"/>	<u>7/14/14</u>	<u>7/14/14</u>	1. Identify structure unfit for human habitation.
<input checked="" type="checkbox"/>	<u>7/15/14</u>	<u>7/15/14</u>	2. Inspect Property. (Condemnation Officer & Building Inspector) <input checked="" type="checkbox"/> a. Prepare inspection report. <input checked="" type="checkbox"/> b. Photograph property.
<input checked="" type="checkbox"/>	<u>7/15/14</u>	<u>7/15/14</u>	3. Determine ownership from county assessment & tax collection record.
<input checked="" type="checkbox"/>	<u>7/15/14</u>	<u>7/15/14</u>	4. Obtain legal description.
<input checked="" type="checkbox"/>	<u>7/15/14</u>	<u>7/15/14</u>	5. Send Notice of Violation & copy of inspection report to property owner(s) of record. Request written response from owner with 10 days from Notice of Violation indicating action the owner intends to take within the next 30 days to correct substandard conditions.
<input checked="" type="checkbox"/>	<u>10/27/15</u>	<u>10/27/15</u>	6. Obtain or complete title report to verify ownership & other vested interests, such as mortgage holders, trustees, etc.
<input checked="" type="checkbox"/>	<u>10/29/15</u>	<u>10/29/15</u>	7. If response is not received or is not adequate, proceed as follows:
<input type="checkbox"/>	_____	_____	8. Send 20-day pre-notification letter owner(s) & others with vested interest in property advising the date the property will be presented to City Council for consideration of condemnation.
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> a. Owner unknown or whereabouts not known or such owner is a nonresident of Arkansas. 1) Post affidavit in newspaper once a week for two consecutive weeks 2) Attorney ad litem appointed to notify defendant.
<input type="checkbox"/>	_____	_____	9. Post sign on the property advising date the City Council will consider condemnation of the structure.
<input type="checkbox"/>	_____	_____	10. Photograph posted sign.
<input type="checkbox"/>	_____	_____	11. Prepare information packet for each City Council member, plus one each for Mayor & City Attorney consisting of: <input type="checkbox"/> a. Location map <input type="checkbox"/> b. Photographs of the structure <input type="checkbox"/> c. Inspection report <input type="checkbox"/> d. Pre-condemnation notice <input type="checkbox"/> e. Condemnation resolution