

CONDEMNATION CHECKLIST

Property Address: 406 E Gordon Phone: _____

Property Owner: Katherine E Metcalf Phone: _____

Owner's Address: 400 E Gordon Fax: _____
Jonesboro, AR 72401

BEGINNING DATE	ENDING DATE	ACTION
☒ <u>02-02-07</u>	<u>02-02-07</u>	1. Identify structure unfit for human habitation.
☒ <u>02-02-07</u>	<u>02-02-07</u>	2. Inspect Property. (Condemnation Officer & Building Inspector) ☒ a. Prepare inspection report. ☒ b. Photograph property.
☒ <u>02-05-07</u>	<u>02-05-07</u>	3. Determine ownership from county assessment & tax collection record.
☒ <u>12-27-06</u>	<u>12-27-06</u>	4. Obtain legal description.
☒ <u>12-27-06</u>	<u>12-27-06</u>	5. Obtain or complete title report to verify ownership & other vested interests, such as mortgage holders, trustees, etc.
☒ <u>02-05-07</u>	<u>02-05-07</u>	6. 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.
☒ <u>02-09-07</u>	<u>02-09-07</u>	7. If response is not received or is not adequate, proceed as follows:
☒ <u>05-03-07</u>	<u>05-03-07</u>	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.
☐ _____	_____	☐ 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.
☒ <u>05-22-07</u>	<u>05-22-07</u>	9. Post sign on the property advising date the City Council will consider condemnation of the structure.
☒ <u>05-22-07</u>	<u>05-22-07</u>	10. Photograph posted sign.
☒ <u>05-29-07</u>	<u>05-29-07</u>	11. Prepare information packet for each City Council member, plus one each for Mayor & City Attorney consisting of: ☒ a. Location map ☒ b. Photographs of the structure ☒ c. Inspection report ☒ d. Pre-condemnation notice ☒ e. Condemnation resolution

BEGINNING DATE	ENDING DATE	ACTION
☒ 7-17-07	7-17-07	12. Place condemnation action resolution & supporting documentation for placement on the City Council agenda.
☐		13. City Council adopts condemnation resolution.
☐		File certified copy of Condemnation Resolution with Circuit Clerk.
☐		15. Send owner(s) & other vested interests the following: ☐ a. Copy of the City Council resolution. ☐ b. 30-day notice to cure through repair, demolition or with inspector's approval, board & secure for stated period of time.
☐		16. Post 30-day notice to cure on structure.
☐		17. Photograph posted notice.
☐		18. Evaluate status of owner's action on 31 st day after Notice to Cure was issued. If no action taken by owner, proceed with demolition.
☐		19. Determine presence of asbestos & dangerous mold. If present, prepare a removal plan.
☐		20. Obtain three demolition bids.
☐		21. Notice of Intent with ADEQ
☐		22. Notify utility companies to disconnect & remove service from structure for safe demolition.
☐		23. Issue Notice to Proceed to demolition contractor.
☐		24. Prepare demolition cost statement consisting of: ☐ a. Mailing fees ☐ b. Publication fees ☐ c. Demolition costs ☐ d. Asbestos and/or dangerous mold testing fee ☐ e. Asbestos and/or dangerous mold removal fee ☐ f. Title search fee ☐ g. Landfill tipping fees(if not included with demolition contract) ☐ h. Photograph costs ☐ i. Attorney fees ☐ j. Filing fees for Circuit Clerk ☐ k. Any documentation miscellaneous costs
☐		25. Send a letter & cost statement to the City Attorney requesting a tax lien be placed on the property.