

CONDEMNATION CHECKLIST

Property Address: 810 N Church Phone: _____

Property Owner: Edna Jones Phone: _____

Owner's Address: 810 N Church Fax: _____
Jonesboro, AR 72401

BEGINNING DATE	ENDING DATE	ACTION
☒ <u>11/13/12</u>	<u>11/13/12</u>	1. Identify structure unfit for human habitation.
☒ <u>11/13/12</u>	<u>11/13/12</u>	2. Inspect Property. (Condemnation Officer & Building Inspector) ☒ a. Prepare inspection report. ☒ b. Photograph property.
☒ <u>11/13/12</u>	<u>11/13/12</u>	3. Determine ownership from county assessment & tax collection record.
☒ <u>11/13/12</u>	<u>11/13/12</u>	4. Obtain legal description.
☒ <u>11/13/12</u>	<u>11/13/12</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.
☒ _____	_____	6. Obtain or complete title report to verify ownership & other vested interests, such as mortgage holders, trustees, etc.
☐ _____	_____	7. If response is not received or is not adequate, proceed as follows:
☐ _____	_____	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.
☐ _____	_____	9. Post sign on the property advising date the City Council will consider condemnation of the structure.
☐ _____	_____	10. Photograph posted sign.
☐ _____	_____	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
☐ _____	_____	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.
☐ _____	_____	14. 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
	_____	☐ l. Send Total to City Collector for billing to owners
TOTALS=	_____	
☐ _____	_____	25. Send a letter & cost statement to the City Attorney requesting a tax lien be placed on the property.