

CONDEMNATION CHECKLIST

Property Address: 900 Hoover A & B Phone: _____
 Property Owner: Cleophus Bryant Phone: _____
 Owner's Address: 3678 Twin Mount Cove Fax: _____
Memphis, TN 38128

	BEGINNING DATE	ENDING DATE	ACTION
<input checked="" type="checkbox"/>	<u>9-20-06</u>	<u>9-20-06</u>	1. Identify structure unfit for human habitation.
<input checked="" type="checkbox"/>	<u>9-20-06</u>	<u>9-20-06</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>5-12-06</u>	<u>5-12-06</u>	3. Determine ownership from county assessment & tax collection record.
<input checked="" type="checkbox"/>	<u>11-6-06</u>	<u>11-6-06</u>	4. Obtain legal description.
<input checked="" type="checkbox"/>	<u>11-6-06</u>	<u>11-6-06</u>	5. Obtain or complete title report to verify ownership & other vested interests, such as mortgage holders, trustees, etc.
<input checked="" type="checkbox"/>	<u>12-4-06</u>	<u>12-4-06</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.
<input type="checkbox"/>	_____	_____	7. If response is not received or is not adequate, proceed as follows:
<input checked="" type="checkbox"/>	<u>05-21-07</u>	<u>05-21-07</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. <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"/>	_____	_____	
<input type="checkbox"/>	_____	_____	
<input checked="" type="checkbox"/>	<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.
<input checked="" type="checkbox"/>	<u>05-22-07</u>	<u>05-22-07</u>	10. Photograph posted sign.
<input checked="" type="checkbox"/>	<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: <input checked="" type="checkbox"/> a. Location map <input checked="" type="checkbox"/> b. Photographs of the structure <input checked="" type="checkbox"/> c. Inspection report <input checked="" type="checkbox"/> d. Pre-condemnation notice <input checked="" type="checkbox"/> e. Condemnation resolution

BEGINNING DATE	ENDING DATE	ACTION
<input checked="" type="checkbox"/> 07-17-07	07-17-07	12. Place condemnation action resolution & supporting documentation for placement on the City Council agenda.
<input type="checkbox"/>		13. City Council adopts condemnation resolution.
<input type="checkbox"/>		14. File Notice of Condemnation with Circuit Clerk.
<input type="checkbox"/>		15. Send owner(s) & other vested interests the following: <input type="checkbox"/> a. Copy of the City Council resolution. <input type="checkbox"/> b. 30-day notice to cure through repair, demolition or with inspector's approval, board & secure for stated period of time.
<input type="checkbox"/>		16. Post 30-day notice to cure on structure.
<input type="checkbox"/>		17. 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.
<input type="checkbox"/>		18. Photograph posted notice.
<input type="checkbox"/>		19. Determine presence of asbestos & dangerous mold. If present, prepare a removal plan.
<input type="checkbox"/>		20. Obtain three demolition bids.
<input type="checkbox"/>		21. Notify utility companies to disconnect & remove service from structure for safe demolition.
<input type="checkbox"/>		22. Issue Notice to Proceed to demolition contractor.
<input type="checkbox"/>		23. Prepare demolition cost statement consisting of: <input type="checkbox"/> a. Mailing fees <input type="checkbox"/> b. Publication fees <input type="checkbox"/> c. Demolition costs <input type="checkbox"/> d. Asbestos and/or dangerous mold testing fee <input type="checkbox"/> e. Asbestos and/or dangerous mold removal fee <input type="checkbox"/> f. Title search fee <input type="checkbox"/> g. Landfill tipping fees(if not included with demolition contract) <input type="checkbox"/> h. Photograph costs <input type="checkbox"/> i. Attorney fees <input type="checkbox"/> j. Filing fees for Circuit Clerk <input type="checkbox"/> k. Any documentation miscellaneous costs
<input type="checkbox"/>		24. Send a letter & cost statement to the City Attorney requesting a tax lien be placed on the property.