



## Office of the Parish Attorney

City of Baton Rouge  
Parish of East Baton Rouge

222 St. Louis Street  
Post Office Box 1471  
Baton Rouge, Louisiana  
70821

225/389-3114  
225/389-5554 (Fax)

MARY E. ROPER  
Parish Attorney

July 19, 2010

### MEMORANDUM

**TO:** Prospective Adjudicated Property Purchaser  
**FROM:** William R. Aaron, Jr., Assistant Parish Attorney  
**RE:** Sale of Adjudicated Property  
See our web site at [www.brgov.com/adjudicated](http://www.brgov.com/adjudicated)

**BECAUSE THIS IS A NEW AND COMPLEX PROCESS IT IS ADVISABLE THAT YOU CONSULT A PRIVATE ATTORNEY REGARDING THE METHOD AND PROCEDURES OF THE SALE AND THE RELEVANT STATUTES. THIS OFFICE CANNOT AND WILL NOT OFFER LEGAL ADVICE REGARDING THE PURCHASE OF ADJUDICATED PROPERTY. IF YOU PLAN TO SELL OR MORTGAGE THE PROPERTY IN THE FUTURE, YOU MAY NEED TITLE INSURANCE AND ONLY A PRIVATE ATTORNEY CAN POSSIBLY PROVIDE THIS.**

In response to your request for information regarding the purchase of property adjudicated for taxes to the Parish, the City-Parish has adopted the following procedure, in accordance with the former provisions of LSA-R.S. 33:4720.11 through 4720.19. The relevant portions of those statutes are attached hereto for your reference.

It is recommended that you first determine that the property in which you are interested has in fact been adjudicated to the Parish of East Baton Rouge for past due property taxes. Brian Wilson, the East Baton Rouge Parish Assessor, has recently compiled and provided to all of the Parish Libraries an index of the adjudicated property which is indexed alphabetically by subdivision name. This index will also provide you the name of the tax debtor, the date of the transfer and the taxing ward and section of the property. The Assessor has also provided each of the Parish Libraries an index that provides additional information, but this is indexed alphabetically by name of tax debtor for each taxing ward. If you have only a municipal address of the property, you may need to first determine the property's legal description by reviewing the Clerk of Court's Street Name Cross Index to determine the property's lot number, square number (if applicable) and subdivision name.

**A tax debtor has an absolute right to redeem his property for a period of three years from the date the property was adjudicated to the Parish. You should consider this if your purchase of the property is going to occur before the end of this three year period. If the property is redeemed within this three year period, you will not be able to recover any and all money paid to the City of Baton Rouge in connection with this purchase.**

The above Louisiana Revised Statutes only authorizes the Parish to sell adjudicated property that is also "vacant or not lawfully occupied". LSA-R.S. 33:4720.12 defines, "Abandoned property" means immovable property that has been adjudicated to a political subdivision for nonpayment of taxes, and which property is vacant or not lawfully occupied. The term "vacant or not lawfully occupied" shall include but not be limited to any premises which is not actually occupied by its owner, lessee, or other invitee, and has been left unsecured or inadequately secured from unauthorized entry to the extent that the premises may be entered and utilized by vagrants or other uninvited persons as a place of harborage or any premises which by reason of dilapidation, deterioration, state of disrepair, or other such status is otherwise detrimental to or endangers public safety, health, or welfare." Because this definition of "vacant or not lawfully occupied" is not exclusive, you must decide if the property in which you are interested is "abandoned" and can be sold by the Parish.

Once you have the above information, and you desire to proceed, you must make a written request to the Property Section of the Office of the Parish Attorney on the attached form, which request should contain all of the following information:

- 1) The legal description of the property you wish to purchase (usually the lot, square, and subdivision name).
- 2) The municipal address of the property.
- 3) The name of the owner in whose name the property was sold (adjudicated) and the year of the tax sale.

A \$500.00 certified check or money order, **NO PERSONAL CHECKS OR CASH**, for each piece of property made payable to the "Parish of East Baton Rouge" must be included with the form, and a copy of the tax print out which can be obtained from the Sheriff Tax Office, an example is attached. **NO REFUNDS WILL BE GIVEN UNLESS THE PROPERTY IS REDEEMED OR PROPERTY PROCEEDS TO BID AND YOU ARE NOT THE HIGH BIDDER OR SOMEONE ELSE COMPLETES THE SALE PROCESS IF YOU DO NOT COMPLETE SAME, NO EXCEPTIONS.** This fee is used to cover the costs of verifying that the property has been adjudicated to the Parish, determining the amount of property taxes, penalties and interest due, determining the amount of other property liens which might be due the City-Parish, and determining whether the property is surplus or needed for public purposes. The Department of Public Works will not make any determination as to whether the property is "vacant or not lawfully occupied" and the Parish Attorney's Office will not advise you as to this status.

Once the property is deemed not to be needed for a public purpose (only the Metropolitan Council can declare the property surplus) and the appraisal has been done, you will be notified of the appraised value, the amount of taxes and public liens. You will also be forwarded a blank offer letter to be signed and returned if you wish to make an offer on the property. Offers do not have to equal or exceed either the appraised value or the amount of taxes and public liens, but these amounts will be considered by this office, the Finance and Executive Committee and the Metropolitan Council in deciding to recommend and/or accept your offer. **OFFERS MUST DESIGNATE THE AMOUNT BEING OFFERED ON EACH PIECE OR PARCEL OF PROPERTY, UNLESS A STRUCTURE IS LOCATED ON MULTIPLE PARCELS WHICH WOULD REQUIRE THE PARCELS TO BE SOLD AS A SINGLE UNIT.** Once an offer is received, this office will introduce an ordinance to the Metropolitan Council requesting that the property be sold in accordance with the former provisions of Chapter 13-A of Title 33 of the La. Revised Statutes and LSA-R.S. 33:4712. This last statute requires that the request to have the property declared surplus and the amount of your offer be published in **The Advocate**. If there is no opposition or higher offer, this office will recommend that your offer either be accepted or rejected by the full Council for action the following Wednesday.

Anyone wishing to oppose the sale or offer a higher price, on any of the property being offered, is required to be present at the bidding session. Only those parties who have a **\$500 certified check or money order payable to the Parish of East Baton Rouge** for each property they wish to bid on, will be allowed to participate in the verbal bids. The results of the bidding process and the recommendation of this office will then be submitted to the full Council for action the following Wednesday.

**If you submit an offer on any property, you are responsible to determine the date and time of the Committee's public hearing and to attend same if you so desire.** Hearings may be continued without prior notice. Notice of the hearing will be published in the legal notice section of **The Advocate** on the three Tuesdays prior to the hearing.

If you are the high bidder, you should be aware that you are not required to, and cannot pay the amount you bid at either the Committee meeting or at the Metrocouncil meeting. The bid amount can only be paid at the time of closing, which cannot be sooner than 60 days after notice to all parties who have a security or ownership interest in the property and must be within 6 months of the adoption of the ordinance accepting the bid and approving the sale.

If the ordinance is adopted, it will include:

- 1) A requirement that you certify in writing, within sixty (60) days of the adoption of the ordinance, to the Property Section of the Office of the Parish Attorney that you or your agent have examined the mortgage records, conveyance records, probate and civil suit records of East Baton Rouge Parish and that attached to this certification is a written list of names

and last known addresses of all owners, mortgagees, and any other person who may have a vested or contingent interest in the property, or who has filed a request for notice as provided in the former provisions LSA-R.S. 33:4720.17 (B), as indicated in those records. Said written certification shall contain an indemnification and hold harmless clause by the purchaser in favor of the Parish of East Baton Rouge, its officers, agents and employees if the purchaser should fail to request notification to an interested party or should incorrectly identify or locate any interested party.

- 2) Purchaser has either done notices himself or has made written request to the Property Section of the Office of the Parish Attorney to notify those persons identified above in accordance with the former provisions of LSA-R.S. 33:4720.17. (Your application fee will cover the cost of three (3) notices by mail and the notice by publication. If you need more than three (3) certified letters mailed, you will be responsible for paying \$5.00 per letter with certified funds or money order).
- 3) A requirement, that once notice is given you record proof of notice in the conveyance records of East Baton Rouge Parish and provide the Property Section of the Office of the Parish Attorney with stamped copies of the recorded proof on notice. (The Clerk of Court will charge you to record the proof of notice.)
- 4) A requirement that at the time of closing, you certify in writing to the Property Section of the Office of the Parish Attorney that the number of days mandated by the former provisions of LSA-R.S. 33:4720.17 has elapsed since the above required notice was made or attempted and that the property has not been redeemed by the payment of the taxes owed.
- 5) An authorization for the Mayor-President to execute a sale of the property once the mandated number of days has elapsed after notice as required above.
- 6) A requirement that the sale be on a form approved by the Parish Attorney's office and that the sales price be paid by certified funds at the time of the sale. **The sale form shall include a reservation of all mineral rights to the Parish, but shall convey all surface rights.**
- 7) **A requirement that the sale will be without any warranty whatsoever, even as to the return of the purchase price.**
- 8) A provision that if purchaser should fail to complete the requirements of Section 2 A) and B) of the adopted ordinance within sixty (60) days of its adoption, your rights to purchase the property and the Mayor's authority to sell the property shall cease; and that if all of the requirements of that Section are not completed within six (6) months from the date of the adoption of the ordinance, the Mayor-President's authority to execute an act of cash sale for this property shall cease and any and all rights of the purchaser to this property shall terminate.
- 9) A provision that once a bid has been accepted by the Metropolitan Council, no new bid of a lesser amount will be accepted from the high bidder if the sale is not completed.

**YOUR INITIAL CHECK FOR \$500.00 SHALL NOT BE APPLIED TO THE PURCHASE PRICE. YOUR INITIAL CHECK FOR \$500.00 SHALL NOT BE REFUNDABLE IF THE COUNCIL REJECTS YOUR OFFER, OR IF YOU ELECT NOT TO COMPLETE THE SALE FOR WHATEVER REASON. IT SHALL BE REFUNDED TO YOU ONLY IF: (a) YOU ARE NOT THE HIGH BIDDER, OR (b) IF THE TAX DEBTOR REDEEMS THE PROPERTY BEFORE THE SALE OF THE PROPERTY BY THE PARISH (Not if redeemed within the initial three year period from adjudication.)**

**IT IS STRONGLY RECOMMENDED THAT ALL PROSPECTIVE PURCHASERS CONSULT A PRIVATE ATTORNEY REGARDING THE METHOD AND PROCEDURES OF THE SALE AND THE RELEVANT STATUTES.**

H:\Shared\Adjudicated Property\1 adjudicated property forms.2010\ADJUDICATED PROPERTY MEMO.wpd

PRIOR YEAR: 2001      DISPLAY MASTER BY T-W-S-ASSESSNO      DP103IL1

\* NO PAYMENTS HAVE BEEN MADE \*      ADJUDICATED PROPERTY

ENTER T-W-S-ASSESS 3 1 3 00457      PROPERTY NO 00-608-459

NAME LEDUFF, FRED HENRY      LOT 1

TAX AMOUNT DUE      10.38      SUBD: SOUTH BATON ROUGE

PMTS APPLIED TO TAX      AMOUNT IN ESCROW

REFUNDED      BALANCE DUE      10.38

INTEREST DUE      ORIG DUE      10.38

INTEREST PTD      S&D ORDERS:

COST DUE      CERTIFIED DATE

COST PTD      CERTIFIED NOTICE NO

\*\*\*\*\* TAX DISTRIBUTION \*\*\*\*\*

PAR      8.94

CIT      .84

BRF      .60

\*\*\*\*\* THE PAYMENT HISTORY \*\*\*\*\*

METHOD      DATE      CHECKNO      PMT AMOUNT      INTEREST      COST      ESCROW

PF1-MENU    PF2-SUBD/LOT    PF3-PMTS FWD    PF4-PMTS BWD    PF6-BRSE OWN    PF9-MORE INFO

*Example*

DISPLAY PROPERTY INFORMATION

DP103I07

PROPERTY NUMBER 00608459  
NAME1 LEDUFF, FRED HENRY  
NAME2  
ADDR  
ADDR  
ADDR

TYPE-WARD-SECT-ASSESS 3 1 3 00457  
OWNER NO 513-9640-8

ZIP

\*\*\*\*\* PROPERTY DESCRIPTION \*\*\*\*\*  
ADJ. FOR 1987 TAXES.

SUBDIV SOUTH BATON ROUGE  
LOT 1 ACRES  
SQUARE 5

LAND ASSESS 0  
LOT ASSESS 100  
IMPROVEMENT 0

HOMESTEAD EXEMPTION 0  
HMSTD EXEMPT AMT 0.00

PF9-RETURN TO PREVIOUS SCREEN

*E x a m p l e*

**LOUISIANA REVISED STATUTES**  
**TITLE 33. MUNICIPALITIES AND PARISHES**  
**CHAPTER 13-A. SALE OF ABANDONED PROPERTY**

**Sec. 4720.11. Purpose**

In an effort to control the rising number of abandoned properties throughout the state and to slow urban blight, the legislature finds it necessary to implement a mechanism by which political subdivisions are empowered to more readily obtain and sell or otherwise dispose of abandoned properties. The provisions of this Chapter are intended to provide a means by which political subdivisions may revitalize economically depressed areas by placing abandoned properties back into the economic stream of commerce. The legislature further encourages those political subdivisions utilizing this mechanism to establish a preference for the allocation of these properties to low-income families. The procedure created by this Chapter shall be in addition to any other procedure authorized by law.

**Sec. 4720.12. Definitions**

For the purposes of this Chapter, unless the context clearly otherwise requires or unless otherwise defined in specific portions of this Chapter, the following words or phrases shall have the respective meanings ascribed to them in this Section:

(1) "Abandoned property" means immovable property that has been adjudicated to a political subdivision for nonpayment of taxes, and which property is vacant or not lawfully occupied. The term "vacant or not lawfully occupied" shall include but not be limited to any premises which is not actually occupied by its owner, lessee, or other invitee, and has been left unsecured or inadequately secured from unauthorized entry to the extent that the premises may be entered and utilized by vagrants or other uninvited persons as a place of harborage or any premises which by reason of dilapidation, deterioration, state of disrepair, or other such status is otherwise detrimental to or endangers public safety, health, or welfare.

(2)(a) "Notice" as applied in this Chapter, is the sending of written communication to interested parties:

(i) By means of registered or certified mail, return receipt requested.

(ii) In the same manner as service of citation or other process, whether made by sheriff, deputy sheriff, or constable.

(iii) By a duly authorized building inspector or other representative of the political subdivision, as provided by ordinance.

(b) In the event that the interested parties are absent or unable to be served in accordance with Subparagraph (2)(a) of this Section, notice may be made by publication once a week for two consecutive weeks in the official journal of the political subdivision.

**Sec. 4720.13. Adjudication of abandoned property; sale**

For the limited purposes of the three-year redemptive period stated in Article VII, Section 25 of the Constitution of Louisiana, an adjudication of property to a political subdivision for nonpayment of taxes shall be deemed a tax sale.

**Sec. 4720.14. Adjudication; recordation**

Once the abandoned property is adjudicated to a political subdivision for nonpayment of taxes, the proces verbal of the adjudication shall be recorded in the conveyance records of each parish in which the property is located.

**Sec. 4720.15. Sale of abandoned property; authority**

- A. A political subdivision may sell abandoned property as provided for in R.S. 33:4712, R.S. 33:2861 et seq., or as otherwise provided by law. If the post-adjudication sale occurs after the three-year redemptive period has elapsed, the state or any political subdivision with liens which are not satisfied by the sale price may cancel such liens contemporaneously with the sale.
- B. Notwithstanding any other provision of law to the contrary, a political subdivision may sell abandoned property at public or private sale. Before any such sale may be made, the governing authority of the political subdivision shall enact an ordinance generally approving said sales. Said ordinance shall state whether such sales shall be by public or private sale. If the ordinance states that such sale shall or may be by private sale, the ordinance shall establish a fair and equitable policy which shall have uniform application for determining the sale price. For purposes of this Subsection, the sale of abandoned property shall not be considered the sale of surplus property or of property owned by the political subdivision. (Amended by Acts 2003, No. 241)

**§ 4720.15.1. Sale of abandoned property; Calcasieu Parish; authority**

The governing authority of Calcasieu Parish may sell abandoned property as provided in R.S. 33:4711, R.S. 33:2861 et seq., or as otherwise provided by law. Notwithstanding any provision of law to the contrary, if the post-adjudication sale occurs after the three-year redemptive period has elapsed, the parish may proceed without notification to any political subdivision created by the parish governing authority and all outstanding tax liens, assessments, or other charges of any such political subdivision on the property shall be canceled contemporaneously with the sale. Added by Acts 2001, No. 892, § 1.

**Sec. 4720.16. Post-adjudication sale of abandoned property**

- A. The purchaser at a post-adjudication sale of abandoned property shall be deemed to have purchased the property at a tax sale and shall have the same rights, obligations, and duties

of a tax sale purchaser as provided in Chapter 5 of Subtitle III of Title 47 of the Louisiana Revised Statutes of 1950, except that the tax debtor, his heir, administrator, executor, assign, or successor shall not have a right of redemption. (Amended by Acts 2003, No. 241)

- B. All sales by political subdivisions under this Chapter shall be without warranty.
- C. The recordation of the post-adjudication act of sale in the conveyance and mortgage office shall operate as a cancellation of all liens, privileges, conventional and judicial mortgages, and other encumbrances recorded against the property sold, including the liens and privileges for taxes, paving, and other assessments due the state or any political subdivision thereof. (Amended by Acts 2003, No. 859)
- D. The provisions of R.S. 41:1338 shall not apply to property being sold pursuant to this Chapter. (Added by Acts 2003, No. 241)

**Sec. 4720.17. Post-adjudication; notice**

- A. At least sixty days prior to the post-adjudication sale, the political subdivision shall cause notice to be given to the owner, the mortgagee, and any other person who may have a vested or contingent interest in the property, or who has filed a request for notice as provided in Subsection B of this Section, as specifically identified in the mortgage records or conveyance records of the parish in which the property is located. No further notification shall be required upon any person acquiring a vested or contingent interest subsequent to the recordation of the notice provided herein in the conveyance records of the parish in which the property is located. (Amended by Acts 2003, No. 241)
- B. Any person desiring to be notified in the event specific immovable property will be subject to a post-adjudication sale may file a request for the notice provided in Subsection A in the mortgage records of the parish where the immovable property is located. The request for notice shall state the legal description of the immovable property, the owner of the property, and the name and address of the person desiring notice. The person desiring notice shall pay the sum of five dollars to the sheriff, for deposit to the sheriff's general fund, to defray the cost for providing the notice. However, in the event that the request for notice established herein is combined with a request for notice of seizure as provided for in R.S. 13:3886, the person requesting notice shall pay the sheriff the single fee established by law for the request for notice of seizure.
- C. At any moment before the post-adjudication sale, the property may be redeemed by the tax debtor, his heir, administrator, executor, assign, or successor upon payment:

1. To the tax collector of the parish or municipality all taxes, interest, costs and penalties due and owing at that time;

2. To the appropriate political subdivision all charges imposed pursuant to R.S. 33:1236, paving and other local improvement assessments due upon the property, including all interest, costs and penalties, whether same accrued prior to or since the date when the property was adjudicated to the parish or municipality;

3. To the appropriate political subdivision all costs that may have been advanced by it or charged by it in connection with any request for a post-adjudication sale conducted pursuant to this Chapter.

- D. A political subdivision shall notify the tax collector or the parish or municipality of all requests for post-adjudication sales conducted pursuant to this Chapter and once notified the tax collector shall not allow the property to be redeemed without first securing confirmation from the political subdivision that all sums due it under Subsection C. of this Section have been paid..

#### **Sec. 4720.18. Sale**

A post-adjudication sale conducted pursuant to this Chapter shall transfer the property to the purchaser free and clear of any liens or privileges. Notwithstanding any provision of law to the contrary, when a tax-debtor participates in a post-adjudication disposition during or subsequent to expiration of the three-year redemptive period, it will be treated as a redemption and the tax-debtor will be required to pay all taxes and costs in accordance with all laws applicable to redemptions. However, if the property is redeemed, all mortgages, liens, privileges, and other encumbrances affecting the property prior to the sale shall remain in full force and effect with the same validity and priority as if the sale had not occurred.

#### **Sec. 4720.19. Liability of owner**

- A. During the period between the adjudication and the post-adjudication sale pursuant to this Chapter, the owner of record shall remain liable for damages to persons or property, pursuant to R.S. 9:2800.8, and the political subdivision shall not be deemed the owner of the property and shall not be liable to any person who enters upon the property for damages or injury, death, or loss which occurs while on the property; for any damages or injury sustained by any person caused by the condition of the property; or for any maintenance or demolition costs incurred by the state or any other political subdivision during the period between the adjudication and the post-adjudication sale.

B. Nothing herein affects the liability of the political subdivision for negligent acts affecting the property by the political subdivision, its employees, officers, or agents.

**LOUISIANA REVISED STATUTES  
TITLE 33. MUNICIPALITIES AND PARISHES  
CHAPTER 13. PROPERTY AND BUILDINGS**

**Sec. 4712. Sale, exchange or lease of property by municipality**

A. A municipality may sell, lease for a term of up to ninety-nine years, exchange, or otherwise dispose of, to or with other political corporations of this state, or private persons, at public or private sale, any property, or portions thereof, including real property, which is, in the opinion of the governing authority, not needed for public purposes.

B. Except as otherwise provided in this Section, before disposition can be made of property under the provisions of this Subpart, an ordinance must be introduced, giving the reasons for the action on the part of the governing authority, and fixing the minimum price and terms of the sale, lease, exchange, or other contract to be made with reference to the property. In instances of exchanges of municipally owned immovable property valued at one hundred thousand dollars or more, the municipality, prior to introduction of the aforementioned ordinance, shall for a minimum of three times in thirty days advertise for and receive other proposals for the exchange of property comparable with the exchange of properties proposed by the municipality; however, exchanges involved in the relocation of public streets, roads, highways, servitudes, rights of way, and/or public franchises shall not be subject to this requirement. Thereafter, notice of the proposed ordinance must be published three times in fifteen days, one week apart, in a newspaper published in the municipality or, if there is no such newspaper, in a newspaper having a general circulation in the municipality, and if there is no newspaper of general circulation in the municipality, by posting in three public and conspicuous places in the municipality.

C. Any opposition to the proposed ordinance shall be made in writing, filed with the clerk or secretary of the municipality within fifteen days after posting of the above notice or its first publication. If an opposition is filed, the governing authority shall not adopt the ordinance until a hearing has been held. If the ordinance is adopted, it shall not become effective until ten days after its passage, during which time any interested citizen may apply to the district court having jurisdiction of the municipality for an order restraining the disposition of the property. After the ordinance becomes effective, it cannot be contested for any reason.

D. The provisions of this Section relating to exchanges shall not apply to any exchange authorized by ordinance prior to January 1, 1983.

E. Notwithstanding any other provision of law to the contrary, a municipality may sell, lease for a term of up to ninety-nine years, exchange, or otherwise dispose of any real property, or portions thereof, to other political, public, or quasi public corporations, to state agencies or to private persons without the necessity of advertisement or bid, if the property sold, exchanged, or leased is dedicated for the purpose of creating a research and development park in cooperation with the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College, the Board of

Supervisors of Southern University and Agricultural and Mechanical College, or the Board of Trustees for State Colleges and Universities and the governing authority of the appropriate parish or municipality. Before disposition can be made of property under the provisions of this Subpart, an ordinance must be introduced giving the reasons for the actions on the part of the governing authority and fixing the terms of the sale, lease, exchange, or other contract to be entered into with respect to the property so dedicated. The assumption of the obligation by the vendee or lessee to establish, operate, and manage a research and development park in accordance with restrictions and covenants mutually agreed between the municipality and the lessee or vendee shall constitute valid consideration to the municipality for the sale, lease, or exchange of the dedicated property.

F. Notwithstanding any provisions of this Section to the contrary, a municipality may sell any movable property having an appraised value of five thousand dollars or less at private sale provided that:

- (1) A resolution giving the reasons for the action on the part of the governing authority and fixing the minimum price and terms of the sale shall be adopted.
- (2) Notice of the resolution and proposed sale shall be published once at least fifteen days prior to the date of the sale in the official journal of the municipality.
- (3) The sale shall be made to the person with the highest bid.

## Adjudicated Property Process Steps List

1.  Fill out "Request to Purchase Adjudicated Property" form.
  - A. Make sure the property is vacant and not lawfully occupied;
  - B. Check with the Sheriff's Office to make sure that the property has not been redeemed. Make sure you get a copy of the tax print out to attach to your request form.
  - C. Has the property been adjudicated for at least 3 years? Remember the tax debtor has the right to redeem their property for a period of three years from the date the property was adjudicated;
  - D. Has the process already been started on the property you are interested in? Call our office and speak to someone in the adjudicated property section and see if the process has already been started on the property.

Now ready to start process, turn in "Request to Purchase Adjudicated Property" along with tax print out and a **\$500 certified check or money order ONLY** made payable to the "Parish of East Baton Rouge".

2.  In approximately 3 - 6 weeks you will receive a letter from our office regarding the appraisal, taxes owed, and lien info if there are any. You will also receive an "Offer to Purchase" form. Fill out form completely and return immediately to our office.
3.  You should contact the adjudicated property division of our office in about 7 - 10 working days to find out when the public bidding session will occur. Mark this date on your calendar. **YOU SHOULD BE PRESENT AND ON TIME!!!**
  - A. At this point, other prospective purchasers can bid on the property assuming they have the proper deposit (**\$500 certified check or money order only**).
4.  Show up on bidding session day and time. This is also advertised in the Advocate-Public Section Notice three weeks prior to the date. This is usually only advertised on Tuesdays. An oral bidding session will take place to determine the high bidder. Anyone who is not the high bidder will receive their money back. If the original prospective purchaser is not the high bidder, he will receive a \$500 check from the Finance Department approximately 2 weeks after the bidding session has occurred.
5.  If you are the high bidder, assuming the Council accepted your high bid, you will receive a copy of the adopted ordinance and further instructions.
6.  At this point, you should follow the detail instructions in trying to find anyone with owner interest or claim to the property. **WE HIGHLY RECOMMEND YOU OBTAIN AN ATTORNEY TO HELP YOU WITH THIS. A TITLE ATTORNEY COULD ALSO PROVIDE YOU WITH TITLE INSURANCE IF NEEDED.**

7.  You should return the completed form of interested persons or companies within 60 days from the date of adoption. The \$500 deposit covered your advertisement in the paper and 3 certified letters. If you should need more than three (3) letters, please contact our office as to the amount that should be submitted with your completed form.
8.  Our office will mail you a letter letting you know the dates you can close and ask that you pick up the original notices from our office and record them in the Clerk of Court's office.
9.  Assuming no one redeems the property within the 60 day prescribed redemption period after notice is given, you may close on the property. You can only close 60 days after notice, but it must be done prior to the 6 months deadline set by the ordinance adoption date. These time deadlines are given to you in the letter described in the section above. Call our office to set up a closing date and time.
10.  Show up at the closing date and time with a **certified check or money order for the full amount of the purchase price** approved by the Council. Under no circumstances are partial payments allowed. Be on time and also bring with you extra funds to record the sale in the Clerk of Court's Office.

## IMPORTANT NUMBERS

- |    |   |              |
|----|---|--------------|
| 1. | Parish Attorney's Office                | 225-389-3114 |
| 2. | Sheriff Tax Office                      | 225-389-4810 |
| 3. | Tax Assessor's Office                   | 225-389-3920 |
| 4. | Map and House Numbering Division        | 225-389-3221 |
| 5. | Clerk of Court's Public Information     | 225-389-3950 |
| 6. | Citizen Service (weed liens)            | 225-389-8680 |
| 7. | Neighborhood Improvement (condemnation) | 225-389-3043 |
| 8. | Mortgage Department                     | 225-389-3975 |

REQUEST TO PURCHASE ADJUDICATED PROPERTY

DATE

Parish Attorney's Office  
Property Section  
P. O. Box 1471  
Baton Rouge, LA 70821

\_\_\_\_\_  
LOT #                                      SQUARE #                                      SUBDIVISION

IT'S MUNICIPAL ADDRESS IS: \_\_\_\_\_  
THIS PROPERTY APPEARS ON THE CURRENT ADJUDICATION ROLLS IN THE NAME OF: \_\_\_\_\_

\_\_\_\_\_  
THE YEAR OF THE TAX SALE IS: \_\_\_\_\_

Property ID No: \_\_\_\_\_

Enclosed is my certified check or money order in the amount of \$500.00 made payable to the Parish of East Baton Rouge to help defray the cost in researching and evaluating the property and **also a copy of the Tax Print out from the Sheriff Tax Office.** (\$500.00 certified check or money order per parcel, **NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED**).

**I understand that all sums advanced by me will not be applied to the purchase price and ARE NOT REFUNDABLE unless the Metro Council accepts a higher bid from another party or the property is redeemed.. I further understand that a tax debtor has an absolute right to redeem his property for a period of three years from the date the property was adjudicated to the Parish. You should consider this if your purchase of the property is going to occur before the end of this three year period. If the property is redeemed within this three year period, you will not be able to recover any and all money paid to the City of Baton Rouge in connection with this purchase.**

**I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED AND REVIEWED THE ADJUDICATED PROPERTY MEMORANDUM AND ATTACHMENTS THERETO.**

**I HEREBY ACKNOWLEDGE THAT I WILL CHECK WITH NEIGHBORHOOD IMPROVEMENT NOW, AND THROUGH THE COURSE OF THIS PROCESS, TO INSURE THAT THIS PROPERTY IS NOT UP FOR CONDEMNATION.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
NAME (Please Print)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY                      STATE                      ZIP

\_\_\_\_\_  
AREA CODE                      TELEPHONE NUMBER#1

\_\_\_\_\_  
AREA CODE                      TELEPHONE NUMBER #2

**\*\*\*Please check the appropriate physical description of the property below.**

\_\_\_\_\_  
Vacant                      \_\_\_\_\_ Occupied  
\_\_\_\_\_  
Lot                      \_\_\_\_\_ House                      \_\_\_\_\_ Building  
\_\_\_\_\_  
Other(specify) \_\_\_\_\_