FORM 10.01(a)
Land Disposition Checklist

(Rev. 9/11/15)

INSTRUCTIONS

This form is to be used with the sale of property subject to Administrative Manual of Operating Procedure 10.01 "Land Disposition Procedure." This form 10.01 is separated by transaction type. Identify the transaction type and complete only the checklist related to the relevant transaction type. A PDF of the appropriate transaction, together with specified support document, should accompany the request for Certification.

Transaction Types

A. Foreclosure for Public Benefit
B. Foreclosure Sale
C. Foreclosure Redemption
D. Remnant Parcel
E. Request for Proposal

LAND DISPOSITION CHECKLIST
A. FORECLOSURE PUBLIC BENEFIT

ED Project Manager Contact
Name
Phone
Email

Property Information
Property Street Address
Property City
Zoning Classification: Name
Zoning Classification: Description
Appraised Value (if any)
Outstanding property tax debt
Date Obtained by County
Date of Notice to Department or Municipality (Include Copy of Notice)
Date Submitted to Certifiers

ICC Appointee
Name
Phone
Email

Public Conveyance to Department or Municipality
Names of all departments interested
Names of all municipalities interested
Name of Department/Municipality to be transferred to:
Offer Price
Offer Contingencies

Public Benefit Conveyance to DHHS Vendor
Vendor Name
Offer Price
Offer Contingencies
Support from DHHS (Include email from DHHS expressing support)

Fiscal
Ongoing County financial obligations after sale, if any
Fiscal Impact ($)
Fiscal Impact (Description)
Departmental concerns on title, if any

Submitted Documents Included Documents
Summary Memo
Property Map
Offer to Purchase
Signed Buyer's Affidavit (only if DHHS Vendor)
Letter/Email of Support (only if DHHS Vendor)
Copy of Notice to Departments/Municipalities
Other (please list)

LAND DISPOSITION CHECKLIST
B. FORECLOSURE SALE

ED Project Manager Contact
Name
Phone
Email

Property Information
Property Street Address
Property City
Zoning Classification: Name
Zoning Classification: Description
Appraised Value (if any)
Outstanding property tax debt
Date Obtained by County
Date of Notice to Department or Municipality
Date Adjacent Owners notified
Date bid released (Include Copy of Notice)
Date bid due
Date posted on MLS (if applicable)
Date Submitted to Certifiers

ICC Appointee
Name
Phone
Email

Bidder/Buyer Information	Price	Name	Date
Successful Bidder/Buyer			
Other Bids/Offers			

Appraised Value

Fiscal
Ongoing County financial obligations after sale, if any
Fiscal Impact ($)
Fiscal Impact (Description)
Departmental concerns on title, if any

Submitted Documents	Included Documents
Summary Memo	
Property Map	
Offer to Purchase	
Signed Buyer's Affidavit	
CCAP Search	
Property Tax Search	
Copy of BID Notice	
Copy of MLS Report (if any)	
Copy of Appraisal Summary	
Copy of Notice to Departments/Municipalities	
Other (please list)	

Disclosures
Is the buyer a former County Employee?
If yes, when was the last date of employment?
Is there any familial, personal or professional relationship with County Staff?
If yes, please describe

LAND DISPOSITION CHECKLIST
C. FORECLOSURE REDEMPTION

ED Project Manager Contact
Name
Phone
Email

Property Information
Property Street Address
Property City
Zoning Classification: Name
Zoning Classification: Description
Outstanding property tax debt
Redemtion Amount
Date Obtained by County
Date Submitted to Certifiers

ICC Appointee
Name
Phone
Email

Redemer Information
Name

Fiscal
Ongoing County financial obligations after sale, if any
Fiscal Impact ($)
Fiscal Impact (Description)
Departmental concerns on title, if any

Submitted Documents Included Documents
Summary Memo
Property Map
Offer to Purchase
Signed Buyer's Affidavit
  CCAP Search
  Property Tax Search
Other (please list)

Disclosures
Is the buyer a former County Employee?
  If yes, when was the last date of employment?
Is there any familial, personal or professional relationship with County Staff?
  If yes, please describe

LAND DISPOSITION CHECKLIST
D. REMNANT PARCEL

ED Project Manager Contact
Name
Phone
Email

Property Information
Property Street Address
Property City
Zoning Classification: Name
Zoning Classification: Description
Outstanding property tax debt
Date Obtained by County
Date Submitted to Certifiers

ICC Appointee
Name
Phone
Email

Bidder/Buyer Information	Name	Price	Date
Successful Buyer			
Other Offers			

Fiscal
Ongoing County financial obligations after sale, if any
Fiscal Impact ($)
Fiscal Impact (Description)
Departmental concerns on title, if any

Submitted Documents	Included Documents
Summary Memo	
Property Map	
Offer to Purchase	
Signed Buyer's Affidavit	
CCAP Search	
Property Tax Search	
Other (please list)	

Disclosures
Is the buyer a former County Employee?
If yes, when was the last date of employment?
Is there any familial, personal or professional relationship with County Staff?
If yes, please describe

LAND DISPOSITION CHECKLIST
E. Request for Proposal

ED Project Manager Contact
Name
Phone
Email

Property Information
Property Street Address
Property City
Zoning Classification: Name
Zoning Classification: Description
Appraised Value (if any)
Outstanding property tax debt
Date Obtained by County
Date Declared Surplus
Date of Notice to Department or Municipality (if any)
Date Adjacent Owners notified (if any)
Date Listed on MLS (if any)
Date RFP released (Include Copy of Notice)
Date RFP due
Date of Notice of Intent to Award (Include Copy of Notice)
Date Submitted to Certifiers

ICC Appointee
Name
Phone
Email

Bidder/Buyer Information	Price	Name	Date	RFP Score
Successful Responder				
Other Responces				
Appraised Value				

Fiscal
Ongoing County financial obligations after sale, if any
Fiscal Impact ($)
Fiscal Impact (Description)
Departmental concerns on title, if any

Submitted Documents	Included Documents
Summary Memo	
Property Map	
Offer to Purchase	
Signed Buyer's Affidavit	
CCAP Search	
Property Tax Search	
Copy of RFP Notice	
Copy of MLS Report (if any)	
Copy of Appraisal Summary	
Copy of Notice to Departments/Municipalities	

Disclosures
Is the buyer a former County Employee?
If yes, when was the last date of employment?
Is there any familial, personal or professional relationship with County Staff?
If yes, please describe