

Date Application Received by Review Committee: \_\_\_\_\_

Submit Completed Application to:  
Jefferson Parish Attorney's Office  
1221 Elmwood Park Boulevard, Suite 701  
Jefferson, Louisiana 70123  
Attn: Tax Adjudicated Properties Donation Review Committee

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*PLEASE COMPLETE ONE APPLICATION PER PROPERTY*  
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**APPLICATION FOR DONATION OF TAX ADJUDICATED PROPERTY  
(ABANDONED OR BLIGHTED HOUSING PROPERTY)**

Name of Nonprofit Organization (As per the Articles of Incorporation or other legal documents  
that verifies the correct name):

\_\_\_\_\_

Address of Nonprofit Organization:

\_\_\_\_\_

Street

\_\_\_\_\_

City

State

Zip Code

Contact Person: \_\_\_\_\_, Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

*PART 1.*

1. Legal description of the Property to be donated:

A certain parcel of property located in Section \_\_\_\_, Township \_\_\_\_, Range \_\_\_\_, Jefferson  
Parish, Louisiana, being Lot \_\_\_\_, Square \_\_\_\_, \_\_\_\_\_ Subdivision, and being more  
particularly described as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Address of the Property: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

3. Description of current state and use of the Property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Year of the tax sale for the Property: \_\_\_\_\_

5. Name of current title owner(s) as it appears on the current adjudication rolls:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

6. Explanation as to why the Property is considered “abandoned or blighted housing property”: \_\_\_\_\_

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7. Explanation as to why Property is considered “vacant or not lawfully occupied”:

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8. Names and addresses of all parties who have an interest in the Property:

(If more space is needed, please attach additional pages).

a. Title Owners:

(1)	_____	(3)	_____
	_____		_____
	_____		_____
	_____		_____

(2)	_____	(4)	_____
	_____		_____
	_____		_____
	_____		_____

b. Heirs:

(1)	_____	(3)	_____
	_____		_____
	_____		_____
	_____		_____

(2)	_____	(4)	_____
	_____		_____
	_____		_____
	_____		_____

**c. Mortgagees:**

(1)	_____	(3)	_____
	_____		_____
	_____		_____
	_____		_____
(2)	_____	(4)	_____
	_____		_____
	_____		_____
	_____		_____

**d. Persons with vested or contingent interest in the Property:**

(1)	_____	(3)	_____
	_____		_____
	_____		_____
	_____		_____
(2)	_____	(4)	_____
	_____		_____
	_____		_____
	_____		_____

**e. Persons who have filed a request for notice:**

(1)	_____	(3)	_____
	_____		_____
	_____		_____
	_____		_____
(2)	_____	(4)	_____
	_____		_____
	_____		_____
	_____		_____

**Prior to the act of donation, the nonprofit organization will submit the above listed names and addresses to its own attorney so that proper notice can be given to the parties.**

**9. Property located in an economically depressed area, as defined in the CDBG Program Regulations? (This can be determined by reviewing the CDBG Program Target Areas map books that are located at the Eastbank and Westbank Regional Libraries). Yes\_\_ No\_\_**

**10. Name of the economically depressed area, as defined in the CDBG Program Target Areas map books. \_\_\_\_\_**

11. Property located in a residential zoning district? Yes\_\_ No\_\_

12. Survey of the Property identifying any and all structures is attached hereto? Yes\_\_ No\_\_

**PART 2.**

**BE IT KNOWN** that on the date and at place hereinafter set forth in the presence of the undersigned Notary Public, duly commissioned and qualified in and for parish and state indicated hereinbelow, and in the presence of the undersigned competent witness came and appeared:

\_\_\_\_\_ (hereinafter referred to as "Applicant"), a \_\_\_\_\_, whose mailing address is \_\_\_\_\_, appearing herein by and through \_\_\_\_\_, its duly authorized representative;

who declared to me Notary the following:

**Certification that Applicant is recognized as a 501(c)(3) or 501(c)(4) nonprofit organization by the Internal Revenue Service is attached hereto? Yes\_\_ No\_\_**

**Applicant's certified financial statement prepared by a C.P.A. is attached hereto? Yes\_\_ No\_\_**

**The last two (2) years of Applicant's tax returns are attached hereto? Yes\_\_ No\_\_**

**If not, explanation as to the unavailability of tax returns is attached hereto? Yes\_\_ No\_\_**

**Cashier's check, certified check, or money order made payable to Jefferson Parish in the amount of \$550.00 is attached hereto? Yes\_\_ No\_\_**

**Property Redevelopment Plan**

**1. Description of Applicant's intended redevelopment plans for the Property: \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Explanation as to how Applicant's redevelopment plans will benefit the community, i.e. beautification, providing services, etc.: \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Estimated timeline as to when Applicant’s redevelopment project will be completed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Explanation of Applicant’s financial plan:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THUS DONE AND SIGNED** in the Parish of \_\_\_\_\_, State of Louisiana, by Applicant, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ in the presence of the undersigned competent witnesses and me, Notary Public, after due reading of the whole.

**WITNESSES:**

\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT:**

**By:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Its Duly Authorized Representative**

\_\_\_\_\_  
**NOTARY PUBLIC**

**JEFFERSON PARISH  
DONATION OF TAX ADJUDICATED PROPERTIES  
(ABANDONED OR BLIGHTED HOUSING PROPERTY)  
TO NONPROFIT ORGANIZATIONS**

**PURPOSE**

In an effort to revitalize economically depressed areas by placing abandoned or blighted housing properties back into the economic stream of commerce, the legislature has provided a means for parishes to donate such properties to nonprofit organizations.

**DISCLAIMER**

Jefferson Parish strongly recommends that individuals not familiar with title research and real estate transactions contact an attorney for assistance with technical and legal requirements. Neither the Jefferson Parish Attorney's Office nor Jefferson Parish can assist individuals, including nonprofit organizations, with title research, or technical or legal questions, as the code of ethics prohibits public employees from providing such assistance. Jefferson Parish will, however, assist in answering specific questions regarding the steps and procedures involved in the donation of tax adjudicated property.

**PROPERTY QUALIFICATIONS**

Properties to be considered for a donation to a qualified nonprofit organization **must** be:

- Located in an economically depressed area as defined in the CDBG Program Regulations. This can be determined by reviewing the CDBG Program Target Areas map books located at the Eastbank and Westbank Regional Libraries;
- Classified as property that has been adjudicated to Jefferson Parish for a period not less than three (3) years. This can be determined by reviewing the adjudicated property map books located at the Eastbank and Westbank Regional Libraries;
- Located in a residential zoning district. To obtain such information, you must make an appointment with the Jefferson Parish Planning Department (736-6320);
- Classified as "abandoned or blighted housing property" as defined by LSA-Const. Art. 7, Sec. 14(B)(6) and LSA-R.S. 33:4720.26(1); **and**
- Classified as "vacant or not lawfully occupied" as defined by LSA-R.S. 33:4720.26(1) and 33:4720.26(3).

**NONPROFIT ORGANIZATION QUALIFICATIONS**

To be considered for a donation of tax adjudicated properties, the nonprofit organization **must**:

- Be recognized as a 501(c)(3) or 501(c)(4) nonprofit organization by the Internal Revenue Service;
- Complete the Application For Donation of Tax Adjudicated Property (Abandoned Or Blighted Housing Property) Form for each property;
- Submit a certified financial statement prepared by a C.P.A.;
- Submit the last two years of tax returns, or an explanation of the unavailability of the tax returns; **and**
- Submit a cashier's check, certified check or money order made payable to Jefferson Parish in the amount of \$550.00.

**ACT OF DONATION**

The act of donation **must** include the following provisions:

- If the nonprofit organization is a developer of single family homes or multifamily units and intends to sell the donated property, it must fulfill the resale requirements provided in LSA-R.S. 33:4720.29;
- If the nonprofit organization is neither a developer of single family homes nor a developer of multifamily units, the nonprofit organization is prohibited from reselling or donating the property for a period of ten (10) years from the date of the recordation of the act of donation;
- If the nonprofit organization derives a profit from the resale of the property, the nonprofit must refund to Jefferson Parish the full amount of the outstanding taxes,

- paving and other assessments, and related penalty and interest charges waived by the Parish;
- The nonprofit organization must use the property as stated in the property redevelopment plan. Should the nonprofit wish to change the plans, it must obtain approval from the Tax Adjudicated Properties Donation Review Committee. Failure to obtain approval will result in the title of the property reverting back to Jefferson Parish;
- The nonprofit organization must renovate and maintain the property until it conveys the property;
- Within one (1) month of the recordation of the act of donation involving a vacant parcel of property, and within three (3) months of the act of donation involving a parcel of property with improvements, the nonprofit organization must be in compliance with the Jefferson Parish Code of Ordinances. Failure to comply will result in the title of the property reverting back to Jefferson Parish;
- The nonprofit organization is prohibited from using the donated property and any structure located thereon for any unlawful purpose;
- The donation shall be without warranty;
- The nonprofit organization must release and agree to indemnify and hold harmless the Parish of Jefferson, its officers, agents and employees, for any failure to notify any interested party not identified, or incorrectly identified or located by the nonprofit organization;
- The nonprofit organization shall be deemed to have acquired the property at a tax sale and shall have the same rights, obligations, and duties of a tax sale purchaser; **and**
- Should the nonprofit organization wish to donate the property back to Jefferson Parish, it must make such request to the Parish. Any outstanding taxes, paving and other assessments, and related penalty and interest charges incurred subsequent to the nonprofit organization's ownership of the property are the responsibility of the nonprofit and must be paid prior to donating the property to Jefferson Parish.

**All qualified nonprofit organizations interested in submitting a request for a donation can obtain an Application For Donation of Tax Adjudicated Property (Abandoned Or Blighted Housing Property) Form from the Eastbank or Westbank Regional Libraries.**

**Completed application forms must be submitted to:  
 Jefferson Parish Attorney's Office  
 1221 Elmwood Park Boulevard, Suite 701  
 Jefferson, Louisiana 70123  
 Attn: Tax Adjudicated Properties Donation Review Committee**

**Any questions regarding this program should be put in writing and submitted to the address above.**