



GENERAL PROCEDURES FOR SALE OF LEGACY ADJUDICATED PROPERTY

These procedures apply only to legacy adjudicated property sold by the Parish of Caddo. Currently, the Parish does not sell tax liens.

Purchasing adjudicated property involves legal requirements, including notice, publication, and recordation steps that the buyer must complete. **The Parish does not provide legal advice. Buyers are encouraged to consult private counsel before bidding.**

1. APPLYING FOR ADJUDICATED PROPERTY

To initiate the process, interested individuals must submit an application to the Caddo Parish Department of Public Works (505 Travis Street, Suite 820, Shreveport, LA 71101). The application must include the Assessor GEO number and the property's legal description. Submitting an application does not guarantee approval, award, or issuance of a deed.

2. APPLICATION FEES

Application fees and estimated sale costs must be paid by cashier's check or money order payable to the Parish of Caddo. Current fee amounts are available by contacting Public Works at 318-226-6932.

3. ADVERTISEMENT AND SEALED BID SALE

Approved properties are sold by sealed bid after public advertisement in the official journal (Shreveport Times). Bids must be submitted using the Parish Intent to Bid form and received by the deadline stated in the published notice. Late bids will not be accepted.

4. BID SUBMISSION

Each bidder must submit a completed and signed Adjudicated Property Bid Form in a sealed envelope, together with certified funds (cashier's check or money order) payable to the Parish of Caddo in an amount equal to the bid price plus the application cost. The original applicant shall submit only the bid amount.

The bidder's name, mailing address, telephone number, and the Assessor's GEO number for the subject property must be clearly printed on the outside of the sealed envelope. The bid amount shall not be written or indicated on the outside of the envelope. Any envelope on which the bid amount is written or otherwise disclosed will be returned unopened.

Sealed bids may be delivered by hand, U.S. mail, commercial courier, or other delivery method to the Caddo Parish Department of Public Works at the address listed on the Adjudicated Property Bid Form, no later than the date and time stated in the published notice. Bidders are solely responsible for timely delivery. Any bid received after the stated deadline will be returned unopened to the address shown on the outside of the envelope.

5. CONTACT INFORMATION

Parish of Caddo
Attn: Adjudicated Property
505 Travis Street (Suite 820) Shreveport, LA 71101
Phone: (318) 226-6930

6. BID PROCESS

All sealed bids will be opened and read aloud publicly. Bidders do not need to attend; all high bidders will be notified by mail or phone. The Parish will deposit and refund all unsuccessful bids. Refunds will be issued to all bidders, except the successful bidder, at a reasonable time.

The successful bidder will be furnished with a bid packet that includes an example notice and publication language, as well as a sample affidavit format. The bidder is responsible for completing all notice, publication, recording, and documentation requirements before a deed may be issued.

7. NOTICE REQUIREMENTS (BUYER RESPONSIBILITY)

The successful bidder is responsible for completing all state-law-required notice steps under La. R.S. 47:2206, including written notice by mail and publication in the official journal (Shreveport Times). The Parish does not perform the buyer's notice work or assist with the notice process. Parish does not provide legal advice.

Parish recommendation: The Parish recommends using certified mail (return receipt) or other tracked mailing for initial notices to help document delivery. If any mailed notice is returned, the buyer must complete at least three (3) "additional steps" searches and re-mail by first-class mail to any new addresses found, and keep proof.

8. NOTICE TIME PERIODS (LEGACY PROPERTY)

State law requires a waiting period after proper notice is given. This waiting period begins on the date proper notice is completed (not the date of sale):

- Adjudicated for five (5) years or more: sixty (60) days.
- Adjudicated for less than five (5) years: six (6) months.

Parish policy completion deadlines (measured from the bid opening date):

- For a 60-day notice file: the buyer must complete the process within 120 days.
- For a six-month notice file: the buyer must complete the process within 240 days.

Failure to timely complete after notice will be considered abandonment. Upon abandonment, the application fee and successful bid amount are forfeited, and the property may be offered again. If the buyer abandons the process before the deed is recorded, the \$105 deed-recording fee will be refunded because the deed was not recorded.

9. DEED PREPARATION AND RECORDING

After completing the notice and publication requirements of La. R.S. 47:2206, the buyer must provide the Parish with the following, including the required recording fee for the affidavit:

- A completed La. R.S. 47:2208 Affidavit of Compliance
- A copy of one written notice sent to the tax debtor/current owner
- Supporting documentation of notice compliance

The Parish will then execute the adjudicated property deed and submit the deed and La. R.S. 47:2208 affidavit to the Caddo Parish Clerk of Court for recordation.

Certified copies of the recorded documents will be provided to the purchaser.