



**PARISH OF CADDO
ADJUDICATED PROPERTY APPLICATION**

DATE OF APPLICATION: _____

1. NAME OF INDIVIDUAL / ENTITY MAKING APPLICATION:

PLEASE PRINT

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

EMAIL ADDRESS

2. ASSESSOR'S GEOGRAPHIC ACCOUNT NUMBER AND LEGAL DESCRIPTION

(Please reference the Geographic Number in all communications with our office.)

3. APPLICATION FEE: For the application fee, contact Public Works at 318-226-6934. Payments must be made with certified funds only and payable to the Parish of Caddo.

IMPORTANT: A parcel or geographic number is required to apply; property addresses are not accepted. Use the Assessor's database to search properties. The Parish does not publish a full adjudicated-property list—only properties approved for public sale after application processing.

***----- The following comes after a bid opening has been scheduled -----
(at least six weeks after applying)***

4. Submit Sealed Bid: Deliver the sealed envelope by hand, mail, commercial courier, or other means to the Caddo Parish Department of Public Works; bids must be received at the address provided on the adjudicated property bid form by the date and time specified in the published notice. Bidders are responsible for submitting their bids on time. Any submissions received after the specified date and time will be returned unopened to the bidder at the address provided on the envelope.

APPLICATION FOR PURCHASE OF ADJUDICATED PROPERTY GENERAL CONDITIONS

Authority. The sale or donation of adjudicated property is conducted under La. R.S. 47:2201–2211, as amended by Act 774 (effective January 1, 2026). “Adjudicated property” under these provisions refers to property for which a political subdivision acquired a tax sale title before January 1, 2026. Later delinquencies are governed by the tax lien certificate framework.

As-Is / No Warranty. The Parish of Caddo sells adjudicated property as-is, where-is, with all faults. No warranties, express or implied, are made, including merchantability, fitness for a particular purpose, or title quality. I understand the property is conveyed with tax title–derived title, not clear or marketable title, and additional legal action may be required to cure title.

Pre-Sale Notices. I understand that pre-sale/donation notice periods are governed by La. R.S. 47:2206, which provides 60 days when the tax sale certificate was recorded more than five years before first publication, or six months when recorded within five years of first publication.

Costs / Reimbursements. Reimbursement of notice costs shall follow La. R.S. 47:2247. Applicants must provide itemized costs and receipts; undocumented costs are non-reimbursable. Receipts must be provided within 72 hours after the cost is incurred. If a bankruptcy action is taken, out-of-pocket costs may not be recoverable.

No Reliance; Legal Counsel. Applicants should consult legal counsel regarding title, use, zoning, environmental conditions, and suitability before applying.

Minerals Reserved. The Parish reserves all oil, gas, and other mineral rights in, on, or under the property.

The high bidder must comply with La. R.S. 47:2206–2207. Parish policy requires completion within 240 days for a six-month notice file or 120 days for a 60-day notice file, measured from the bid opening date, to complete the notice requirements and submit the required affidavit. Failure to timely complete constitutes abandonment. Upon abandonment, the bid deposit and non-refundable fees are forfeited, and the property may be offered again.

The Parish does not review, verify, or approve compliance with statutory notice requirements. The applicant bears full and sole responsibility for strict compliance with La. R.S. 47:2206–2207.

Acknowledgment & Certifications. The undersigned certifies that I have read and understand these application terms and conditions; that I am not the original owner of record, an immediate family member of the original owner, or a person holding a financial interest in the property; and that I will have no recourse against the Parish of Caddo, the Caddo Parish Commission, or their officers, employees, attorneys, or agents for any defect in title or the property.

GEO NUMBER: _____

PRINT NAME / ENTITY: _____

BUYER SIGNATURE: _____

APPLICATION DATE: _____



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 within 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 required notices and publications. The Parish will execute and record the adjudicated property deed in accordance with Parish procedures.

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 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, successful bid amount, and any fees paid shall be forfeited, and the property may be offered again.

9. DEED PREPARATION AND RECORDING

The purchaser is responsible for completing all notice and publication requirements under La. R.S. 47:2206–2207.

The Parish will execute and record the adjudicated property deed. The issuance or recordation of the deed does not constitute confirmation of compliance with statutory notice requirements.

After obtaining a certified copy of the recorded deed, the purchaser must prepare and record the Affidavit of Compliance (La. R.S. 47:2208) in the Mortgage Records of the Caddo Parish Clerk of Court.

The Parish does not review or confirm the purchaser's compliance with these requirements. Failure to comply with these requirements may impair the purchaser's ownership rights and ability to obtain clear title.



Legacy Adjudicated Property Compliance Guide Deed Execution and Recording

Louisiana law changed effective January 1, 2026. These changes affect the notice and documentation required before a deed may be issued for legacy adjudicated property (property adjudicated before 2026).

The required 60-day or 6-month notice period begins after completion of the required notice and publication steps, not from the bid date.

Parish policy requires buyers to complete the process within:

- 120 days for files requiring a 60-day notice period
- 240 days for files requiring a six-month notice period

Failure to complete the required steps within these timeframes may result in the bid being treated as abandoned.

Required Notices (Buyer Responsibility)

The buyer is responsible for completing all notice requirements under La. R.S. 47:2206.

Required parties generally include the tax debtor/current owner and all tax sale parties of record, such as mortgage holders or others shown in the conveyance or mortgage records.

Required steps include:

- Sending written notice to all required parties
- Publishing the required notice in the official journal (Shreveport Times)

Parish recommendation: Use certified mail (return receipt) or another tracked mailing service for initial notices to help document delivery.

If any mailed notice is returned or an address cannot be located, the buyer must complete at least three (3) additional search steps to locate a correct address and re-mail the notice by first-class mail to any new addresses found. Buyers must retain documentation of these efforts.

Affidavit Requirements (La. R.S. 47:2208)

The La. R.S. 47:2208 Affidavit of Compliance must describe the actions taken to provide the required notice, including:

- The persons or entities you attempted to notify
- The addresses used and how those addresses were identified (including unsuccessful attempts)
- The date and method each notice was sent
- The result of each notice (delivered, returned, or re-mailed)
- The date(s) of newspaper publication
- Posting documentation (photo or log), if posting was used

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Important Notice

The information provided in this guide is intended to assist buyers in understanding the general notice requirements for adjudicated property under La. R.S. 47:2206–2208. Buyers are responsible for ensuring compliance with all applicable laws and notice requirements.

The Parish does not provide legal advice and does not verify or guarantee that the buyer’s notice efforts satisfy statutory requirements. Buyers are encouraged to consult legal counsel with any questions regarding compliance.

ADJUDICATED PROPERTY INFORMATION

The notification periods mentioned below serve as general guidance for adjudication timelines. A deed may be issued after the required notice steps are completed. The purchaser is responsible for recording the Affidavit of Compliance (La. R.S. 47:2208) after obtaining a certified copy of the recorded deed.

The required notice period is determined by the recordation date of the tax sale certificate:

- Adjudicated for 2021 taxes or newer — Notification Period six (6) months
- Adjudicated for 2019 taxes or older — Notification Period sixty (60) days

The Parish of Caddo does not provide a comprehensive list of adjudicated properties. Properties must be identified through the Assessor's records or other available resources.

Caddo Assessor's Office – <http://www.caddoassessor.org>

- Pro Search - Subscription-based tool to locate and verify adjudicated properties; includes mapping features.
- Public Search – Free tool to search by GEO number and view property location (does not show adjudication year).

CivicSource – <http://www.civicsource.com>

- CivicSource primarily lists properties that fall under the 60-day notice category.
- The map search tool is useful for identifying available properties.

Caddo Parish – <https://caddo.gov/calendar-public-works/>

- Upcoming adjudicated property sales are listed on the Parish calendar

Reinvest Caddo - <https://caddo.gov/public-works/adjudicated-property-information>

- Program focused on redevelopment and revitalization opportunities within the parish.

City of Shreveport – <http://www.shreveportla.gov>

- Visit Government Plaza (3rd Floor) for information on City adjudicated property sales.