

**HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY  
ADMINISTRATIVE POLICY**

**DATE OF ISSUE:** March 28, 2012

**NO:** 2027.011

**EFFECTIVE DATE:** March 28, 2012

**SUBJECT:** Policy and Procedures  
Related to Real Estate  
Acquisition, Disposition and  
Lease by the Hallandale  
Beach Community  
Redevelopment Agency.

**REVISION DATE:**

**APPROVED:**

  
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Mark Antonio, HBCRA Executive Director

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Cross Reference: Florida Statute 163.380, Administrative Policy 2011.003/R03, HBCRA By-Laws

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**I. PURPOSE/INTENT**

The purpose of this policy is to designate responsibility and to provide procedures for the inventory, acquisition, and disposition of all real property by the Hallandale Beach Community Redevelopment Agency (HBCRA).

The future redevelopment within the HBCRA area may necessitate land acquisition and all other redevelopment actions allowable under the State Statute and the Int erlocal Agreement to effectively redevelop privately owned properties. As redevelopment projects develop in the future, the HBCRA will document specific land/building acquisition needs and attempt to acquire necessary lands and/or buildings through public/private development partnerships or private market purchases.

The Hallandale Beach Community Redevelopment Agency shall adhere to all requirements as set forth in Section 163.380 with regards to the acquisition and disposition of property in the redevelopment area.

**II. DEFINITIONS**

For the purpose of these procedures, the following terms, phrases, words and their derivations shall have the meaning given herein.

- a. Appraisal or Appraisal Services - means the services provided by Florida Certified or licensed Appraisers pursuant to Section 475.611(1), F.S.
- b. Appraisal Report - means the written analyses, opinions and conclusions issued by an Approved Appraiser in connection with the Acquisition of any interest in real property under this rule chapter or Chapter 9K-7, F.A.C.

- c. Appraiser - means any person who is certified or licensed by the State pursuant to Chapter 475, Part II, F.S., and whose certification or license is current, valid and active.
- d. Approved Survey - means a Certified Survey that has been reviewed and approved by the HBCRA.
- e. Confidential - refers to information that shall not be available for public disclosure or inspection and is exempt from the provisions of Section 119.07, F.S.
- f. Disposition - The HBCRA may sell, lease, dispose of, or otherwise transfer real property or any interest therein acquired by it to any private person, or may retain such property for public use, and may enter into contracts with respect thereto for residential, recreational, commercial, industrial, educational, or other uses, subject to such covenant, conditions and restrictions, including covenants running with land, as it deems necessary or desirable. The purchases or lessees and their successors and assigns shall be obligated to devote such real property only to the uses specified by the HBCRA and may be obligated to comply with such other requirements determined to be in the public interest, including the obligation to begin any improvements on such real property required by the HBCRA within a reasonable time.
- g. Market Value - as defined in the Uniform Standards of Professional Appraisal Practice (as promulgated by the Appraisal Standards Board of the Appraisal Foundation), means the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming that the price is not affected by undue stimulus.
- h. Option Agreement or Option Contract - means a proposed written agreement between Recipient and the HBCRA to purchase all or a portion of the property lying within the Project Site, subject to the approval of the Recipient's governing body and the HBCRA after appropriate notice and hearing (as may be required).
- i. Owner(s) or Seller(s) - means the fee simple title owner(s) of the Project Site.
- j. Project Manager - shall mean the HBCRA Office, unless otherwise specified by the Executive Director, responsible for the application and acquisition and disposition of properties in accordance with Code Sections 23-113 and 23-141.
- k. Purchase Agreement - means the various types of written contracts to purchase real property, including purchase agreements, Option Agreements, exchange agreements and other forms of such agreements that become binding on all parties to the contract at the time the Purchase Agreement is duly executed.
- l. Real Property - means all lands, including improvements and fixtures thereon, and property of any nature appurtenant thereof, or used in connection therewith, and every estate, interest, right and use, legal or equitable, therein, including but not limited to terms for years and liens by way of judgment, mortgage or otherwise.

- m. Real Property Acquisition - All acquisition of property for a purchase price; to accept properties conveyed to the HBCRA for no consideration including donations and escheated properties conveyed to the HBCRA by Broward County.
- n. Title Insurance Commitment - means a written agreement issued by a Florida licensed title insurer agreeing to issue to the Recipient, the HBCRA Board of Directors, individually or as co-insured, upon the recording of the deed, an owner's policy of title insurance in the amount of the Project Site's purchase price insuring marketability of the title to the Project Site, subject only to liens, encumbrances, exceptions or qualifications that are acceptable to the HBCRA Board and the Recipient, and those which will be discharged by the Owner(s) at closing.

### III. POLICY

**Real Property Acquisition.** The Executive Director may evaluate and negotiate for the HBCRA to acquire appropriate parcels of property in accordance with the Redevelopment Plan and applicable law. The Executive Director shall have the authority to sign the documents necessary to purchase real property, as authorized by motion by the HBCRA Board in accordance with procedures set forth by administrative policy, up to a purchase price of \$25,000.00, subject to such purchase being placed on the consent agenda for the next regular HBCRA Board meeting. All acquisitions of real property for a purchase price in excess of \$25,000.00 (either individually or in the aggregate) shall require the approval of the HBCRA Board. The Executive Director is authorized to accept properties conveyed to the HBCRA for no consideration, including donations and escheated properties conveyed to the HBCRA by Broward County, subject to such acceptance being placed on the consent agenda for the next regular HBCRA Board meeting.

**Real Property Disposition.** The sale, lease, disposition, or transfer of real property by the HBCRA shall be done in accordance with Chapter 163, Part III, Florida Statutes, as amended from time to time.

### IV. PROCEDURES

The acquisition of land should be a strategic measure to help ensure that the Community Redevelopment Area evolves in a coordinated and desirable manner. The strategy shall also avail itself of market conditions.

The future redevelopment within the HBCRA area may necessitate land acquisition and all other redevelopment actions allowable under the State Statute and the Interlocal Agreement to effectively redevelop privately owned properties. As redevelopment projects develop in the future, the HBCRA will document specific land/building acquisition needs and attempt to acquire necessary lands/buildings through public/private development partnerships or private market purchases. The HBCRA shall commission a land acquisition projection report in five (5) year intervals based upon redevelopment activities and needs within the HBCRA area.

The Hallandale Beach Community Redevelopment Agency shall adhere to all statutory requirements as set forth in Section 163.380 with regard to the acquisition and disposition of property in the redevelopment area. In addition to this governing statutory

requirement, the agency shall also adhere to the responsibilities set forth in the Interlocal Agreement with the City of Hallandale Beach.

To ensure full compliance with state mandated procedures regarding acquisition and disposition of properties the HBCRA shall be governed by the following procedures and parameters delineated in Chapter 163, Part III, F.S. In addition the HBCRA shall prepare a detailed Land Acquisition and Disposition protocol that will be adopted by the HBCRA Board. These protocols shall meet and/or exceed the requirements presented in the Plan.

The Economic Development Office shall be responsible for maintaining and updating the Inventory of HBCRA Owned Property database and be responsible for carrying out the procedures associated with acquisition and disposition of property.

Any property to be acquired for \$25,000 or more is subject to a formal resolution of the HBCRA Board of Directors. Any property to be acquired under \$25,000 will be presented to the HBCRA Board of Directors under the Consent Agenda during a Special Meeting (Sec. 23-113 and 23-141 of the City of Hallandale Beach Code of Ordinances as amended from time to time, and Article 3, HBCRA By-Laws).

Process of property acquisition must include the following steps by the Project Manager:

1. Identification of the property acquisition opportunity. Research of legal description, zoning and ownership of subject property.
2. Preparation of a comprehensive assessment of the property acquisition including due diligence, independent valuation, maximum price (purchase, lease or other), tenants and code violations, survey and appraisal.
3. Define scope of subject property and how subject property fits into HBCRA plans.
4. Formal consideration by the HBCRA Board of Directors approving the acquisition (\$25,000 or more), disposal, or lease of the property.
5. Obtain an affidavit from seller acknowledging no tenants or leases are in existence. If tenants exist, need to establish a new lease and rent collection method.
6. Determine method of payment (cash or eminent domain) and funding.
7. Set closing date with HBCRA Attorney, Seller, and Finance Department.
8. Receive HUD statement and give Finance Department lead time to wire funds.
9. Project Manager will provide a Payment Request Form, completed in full with appropriate general ledger account numbers and, if applicable, project numbers, and appropriate approvals, to the Finance Department for payment. A copy of the HUD statement for the purchase is to be provided to the Finance Department as part of the Payment Request package.

10. Close on property.
11. Notify Risk Management to include new property in insurance policy.
12. Notify the Department of Public Works/Utilities & Engineering for property maintenance.
13. Enter property into database in appropriate categories.
14. Erect HBCRA property sign.
15. Maintain property.
16. All procedures related to the execution of any contracts and/or agreements shall follow the City's Purchasing Code and Policy.

#### A. ACQUISITION OF PROPERTIES

1. Florida Statutes Chapter 163.370 governs HBCRA Land Acquisition:

**163.370 Powers; counties and municipalities; community redevelopment agencies.**

(2)(c)1. Acquisition of property within a slum area or a blighted area by purchase, lease, option, gift, grant, bequest, devise, or other voluntary method of acquisition.

6. Acquisition by purchase, lease, option, gift, grant, bequest, devise, or other voluntary method of acquisition of real property in the community redevelopment area which, under the community redevelopment plan, is to be repaired or rehabilitated for dwelling use or related facilities, repair or rehabilitation of the structures for guidance purposes, and resale of the property.

7. Acquisition by purchase, lease, option, gift, grant, bequest, devise, or other voluntary method of acquisition of any other real property in the community redevelopment area when necessary to eliminate unhealthful, unsanitary, or unsafe conditions; lessen density; eliminate obsolete or other uses detrimental to the public welfare; or otherwise to remove or prevent the spread of blight or deterioration or to provide land for needed public facilities.

8. Acquisition, without regard to any requirement that the area be a slum or blighted area, of air rights in an area consisting principally of land in highways, railway or subway tracks, bridge or tunnel entrances, or other similar facilities which have a blighting influence on the surrounding area and over which air rights sites are to be developed for the elimination of such blighting influences and for the provision of housing (and related facilities and uses) designed specifically for, and limited to, families and individuals of low or moderate income.

9. Acquisition by purchase, lease, option, gift, grant, bequest, devise, or other voluntary method of acquisition of property in unincorporated enclaves surrounded by the boundaries of a community redevelopment area when it is determined necessary by the agency to accomplish the community redevelopment plan.
2. Any property to be acquired for \$25,000 or more is subject to a formal resolution of the HBCRA Board of Directors. Any property to be acquired under \$25,000 will be presented to the HBCRA Board of Directors under the Consent Agenda during a Special HBCRA Board of Directors Meeting.
  - a. The Executive Director's Office shall be notified of all properties being considered for acquisition through purchase, foreclosure (per Administrative Policy 3002.003), donation, statutory transfer, grant acquisition or any other means.
  - b. Grant-funded acquisition shall be initiated by the Project Manager from the department assigned responsibility for preparing the grant application, per Administrative Policy 3003.005, as might be amended from time to time. The Project Manager shall allow sufficient time to complete the process prior to the Executive Director's review/approval of the request to submit the grant application.
  - c. The following information shall be gathered in order to determine the status of real property and whether or not acquisition should be recommended. These informational requirements include properties escheated from Broward County in order to determine best use, as well as properties considered for acquisition using grant financial assistance:
    - i. The Project Manager shall print out property records available to the HBCRA and Project Manager for HBCRA property regarding the assessed value, improvements, lot size, legal description, zoning, and current owner of record. The property shall be located on a plat map of the City with dimensions and neighborhood location specified in the summary report. Computerized mapping and/or aerial photos may be used to display the location of properties, as available.
    - ii. The Project Manager shall obtain a lien search from the City Clerk's Office. The City Clerk shall conduct a lien search in coordination with other City departments to determine the amount of liens, fines, penalties, Code Compliance liens, capital contribution liens, sewer assessments, unpaid utility bills, HBCRA loans or any other unpaid accounts. The City Clerk's Office shall provide the Project Manager formal documentation of all searches and its findings.
    - iii. Project Manager shall request current and delinquent tax information, existence of tax certificate or tax deed payoff amount of existing mortgage(s), and the status of payments, as applicable, estimated market value through a property information service or through research conducted informally by the Finance Department.
    - iv. Project Manager shall formally request the following information from the

Development Services Department: (1) review and confirmation of the lot location and dimensions and history of the property; (2) the zoning/land use classification; (3) list of any development constraints; (4) list of approvals required for residential or commercial use of the property, as applicable; and, (5) any other information that may be relevant to the use or development of the property.

- v. Project Manager shall arrange to have an environmental analysis performed on all properties proposed for acquisition by the HBCRA, except in cases where the property will be purchased at auction and would be sold "as is."
  - vi. Project Manager shall schedule a site visit with the appropriate representative of the Code Compliance Division to complete the following: (1) take a photograph of the property; (2) make notations as to property history and condition, including structures, junk, trees, landscaping, etc., and; (3) note the condition of adjacent properties and whether they contain structures or other improvements. If property is undersized for development, note shall be made of adjoining properties for possible additional acquisition or sale.
- d. Grant-funded acquisition shall also include information regarding additional requirements specific to the grant, such as: appraisals and/or review appraisals; time constraints regarding the application; grant review, approval, contract execution and contract period, and disposition requirements.
  - e. Project Manager shall assemble the above information and provide a summary report and recommendation to the Executive Director.
  - f. In the case of foreclosures, the HBCRA Attorney shall review the information proceeding with, or declining, the foreclosure. The recommendation shall be sent to the Executive Director's Office for final approval or denial.
  - g. If appropriate, the HBCRA Attorney shall order or complete a title search for the property. Information regarding a title search shall be included in the HBCRA Attorney's recommendation for acquisition.
  - h. The Project Manager shall review information and recommendations obtained from all reviewing departments for completeness and provide the Executive Director with the summary report prepared by requestor. If the Executive Director denies further acquisition consideration, no further action is required.
  - i. Upon approval of the proposed acquisition and confirmation that all commission policies and procedures have been followed, the Project Manager shall take all necessary actions to ensure the acquisition of the property through the HBCRA Attorney.
  - j. Upon receipt of the recorded property title, the HBCRA Attorney shall advise the Economic Development Office to add the property(ies) to the Inventory of the HBCRA Owned Properties and provide the original property documents to the City

Clerk for the official HBCRA file.

- k. The HBCRA Office shall notify affected departments to add the acquisition to their records. The Economic Development Office shall notify the Finance Department (to add to the Asset Register), the HBCRA Department, if the property is within the HBCRA, and Development Services Department (to update the Land Management file and notify Code Compliance), the Department of Public Works/Utilities & Engineering (to add to the maintenance schedule and update the HBCRA owned property map) and to Risk Management (to add for insurance purposes). An asset change form shall be completed by the Economic Development Office (if the acquisition is for resale then an asset form is not required and would not be carried under the fixed Asset Records).

## **B. DISPOSITION OF PROPERTIES**

Florida Statutes Chapter 163.380 governs HBCRA Land Disposition.

### **163.380 Disposal of property in community redevelopment area.**

The disposal of property in a community redevelopment area which is acquired by eminent domain is subject to the limitations set forth in s. 73.013:

(1) Any county, municipality, or community redevelopment agency may sell, lease, dispose of, or otherwise transfer real property or any interest therein acquired by it for community redevelopment in a community redevelopment area to any private person, or may retain such property for public use, and may enter into contracts with respect thereto for residential, recreational, commercial, industrial, educational, or other uses, in accordance with the community redevelopment plan, subject to such covenants, conditions, and restrictions, including covenants running with the land, as it deems necessary or desirable to assist in preventing the development or spread of future slums or blighted areas or to otherwise carry out the purposes of this part. However, such sale, lease, other transfer, or retention, and any agreement relating thereto, may be made only after the approval of the community redevelopment plan by the governing body. The purchasers or lessees and their successors and assigns shall be obligated to devote such real property only to the uses specified in the community redevelopment plan and may be obligated to comply with such other requirements as the county, municipality, or community redevelopment agency may determine to be in the public interest, including the obligation to begin any improvements on such real property required by the community redevelopment plan within a reasonable time.

(2) Such real property or interest shall be sold, leased, otherwise transferred, or retained at a value determined to be in the public interest for uses in accordance with the community redevelopment plan and in accordance with such reasonable disposal procedures as any county, municipality, or community redevelopment agency may prescribe. In determining the value of real property as being in the public interest for uses in accordance with the community redevelopment plan, the county, municipality, or community redevelopment agency shall take into account and give consideration to the long-term benefits to be achieved by the county, municipality, or community redevelopment agency resulting from incurring short-term losses or costs in the disposal

of such real property; the uses provided in such plan; the restrictions upon, and the covenants, conditions, and obligations assumed by, the purchaser or lessee or by the county, municipality, or community redevelopment agency retaining the property; and the objectives of such plan for the prevention of the recurrence of slum or blighted areas. In the event the value of such real property being disposed of is for less than the fair value, such disposition shall require the approval of the governing body, which approval may only be given following a duly noticed public hearing. The county, municipality, or community redevelopment agency may provide in any instrument of conveyance to a private purchaser or lessee that such purchaser or lessee is without power to sell, lease, or otherwise transfer the real property without the prior written consent of the county, municipality, or community redevelopment agency until the purchaser or lessee has completed the construction of any or all improvements which he or she has obligated himself or herself to construct thereon. Real property acquired by the county, municipality, or community redevelopment agency which, in accordance with the provisions of the community redevelopment plan, is to be transferred shall be transferred as rapidly as feasible in the public interest, consistent with the carrying out of the provisions of the community redevelopment plan. Any contract for such transfer and the community redevelopment plan, or such part or parts of such contract or plan as the county, municipality, or community redevelopment agency may determine, may be recorded in the land records of the clerk of the circuit court in such manner as to afford actual or constructive notice thereof.

(3)(a) Prior to disposition of any real property or interest therein in a community redevelopment area, any county, municipality, or community redevelopment agency shall give public notice of such disposition by publication in a newspaper having a general circulation in the community at least 30 days prior to the execution of any contract to sell, lease, or otherwise transfer real property and prior to the delivery of any instrument of conveyance with respect thereto under the provisions of this section, invite proposals from, and make all pertinent information available to, private developers or any persons interested in undertaking to redevelop or rehabilitate a community redevelopment area or any part thereof. Such notice shall identify the area or portion thereof and shall state that proposals must be made by those interested within 30 days after the date of publication of the notice and that such further information as is available may be obtained at such office as is designated in the notice. The county, municipality, or community redevelopment agency shall consider all such redevelopment or rehabilitation proposals and the financial and legal ability of the persons making such proposals to carry them out; and the county, municipality, or community redevelopment agency may negotiate with any persons for proposals for the purchase, lease, or other transfer of any real property acquired by it in the community redevelopment area. The county, municipality, or community redevelopment agency may accept such proposal as it deems to be in the public interest and in furtherance of the purposes of this part. Except in the case of a governing body acting as the agency, as provided in s. 163.357, a notification of intention to accept such proposal must be filed with the governing body not less than 30 days prior to any such acceptance. Thereafter, the county, municipality, or community redevelopment agency may execute such contract in accordance with the provisions of subsection (1) and deliver deeds, leases, and other instruments and take all steps necessary to effectuate such contract.

(b) Any county, municipality, or community redevelopment agency that, pursuant to the provisions of this section, has disposed of a real property project with a land area in

excess of 20 acres may acquire an expanded area that is immediately adjacent to the original project and less than 35 percent of the land area of the original project, by purchase as provided in this chapter, and negotiate a disposition of such expanded area directly with the person who acquired the original project without complying with the disposition procedures established in paragraph (a), provided the county, municipality, or community redevelopment agency adopts a resolution making the following findings:

1. It is in the public interest to expand such real property project to an immediately adjacent area.
  2. The expanded area is less than 35 percent of the land area of the original project.
  3. The expanded area is entirely within the boundary of the community redevelopment area.
  4. Any county, municipality, or community redevelopment agency may temporarily operate and maintain real property acquired by it in a community redevelopment area for or in connection with a community redevelopment plan pending the disposition of the property as authorized in this part, without regard to the provisions of subsection (1), for such uses and purposes as may be deemed desirable, even though not in conformity with the community redevelopment plan.
  5. If any conflict exists between the provisions of this section and s. 159.61, the provisions of this section govern and supersede those of s. 159.61.
  6. Notwithstanding any provision of this section, if a community redevelopment area is established by the governing body for the redevelopment of property located on a closed military base within the governing body's boundaries, the procedures for disposition of real property within that community redevelopment area shall be prescribed by the governing body, and in compliance with the other provisions of this section shall not be required prior to the disposal of real property.
1. Disposition of HBCRA property may be originated from a number of sources such as: (a) request from another organization for affordable housing program; (b) request from the general public; (c) request from the Board of Directors; (d) request from the Executive Director's Office or other City Department; (e) grant-funded projects requiring disposition, and; (f) any other sources. The Executive Director shall be notified of all such requests.
  2. Project Manager shall process a disposition request by forwarding a summary report on the property for review and recommendation by the, Development Services Department, the Department of Public Works/Utilities & Engineering, and the Finance Department. (Note: In the case of grant-funded acquisition for subsequent disposition, as is done with the Affordable Housing Programs, a second departmental review is not required. The items listed in a) below, will have been done in the initial review process prior to application.

Each department shall review the proposed disposition with regard to:

- a. Suitability of the property to meet the purpose of the request; and,

- b. If disposition is consistent with HBCRA goals and objectives; and,
  - c. Financial arrangements associated with the disposition; and,
  - d. Recommended restrictions placed on the property based on the intended use.
3. Following receipt of recommendations from the reviewing departments, the requestor shall prepare a summary report and forward to the Executive Director's Office for final approval or denial. The report will summarize all departmental information and recommendations and make a recommendation regarding the requested disposition.
4. If the Executive Director denies further disposition consideration, the Project Manager will be notified and no further action is required.
5. If the Executive Director authorizes disposition, the Project Manager will include the following information in the agenda item:
  - a. Appraised value and/or market value of the HBCRA property or facility recommended to be disposed and the requested manner of disposition.
  - b. Requirements for the HBCRA to retain easements, rights-of-ways, use of portions of the site, as applicable.
  - c. Purchaser's intended user of the property or facility and impact on surrounding municipal and non-municipal properties. Restrictions, if any, recommended for inclusion as pertinent to the disposition.
  - d. Any other relevant information as gathered and recommended by other City departments.
  - e. The Executive Director shall authorize disposition based on the summary report information and in conformance with HBCRA Board of Directors authorization as set forth in Florida Statutes.
6. For properties proposed for donation, sale or other appropriate means for implementation of Affordable Housing Programs, additional considerations shall be as follows:
  - a. Property allocation shall be based on the administrative and financial ability of the appropriate requesting entity to administer the construction of home(s) in a timely and cost-effective manner.
  - b. Property allocation shall be based on the requesting entity's ability to mitigate any existing City Liens, fines, penalties, property taxes, and/or any outstanding mortgage amount due.
  - c. Dollar amounts, regarding an entity's request for waivers of City liens, fines, encumbrances, penalties, variance application fees, development fees not mandated by City codes, or other applicable waivers.
  - d. Entity's request that the HBCRA pay specified dollar amounts for HBCRA code

mandated development processing fees, or of taxes due, or of payment for tax certificated on behalf of the entity.

- e. The Community Redevelopment Agency Executive Director, or his/her appointee, shall be responsible for the receipt and processing of necessary information from entities constructing affordable housing prior to providing written confirmation to the HBCRA Attorney to transfer deeds for individual lots. The HBCRA shall develop forms, or utilize the forms from affordable housing entities, as appropriate, to document and process this information.
- f. Real property acquired through grants may have special requirements such as low and moderate income benefit, affordability, limited recreational uses, etc. The Project Manager shall document all required information to satisfy grant stipulations.
- g. The sale or other disposition of HBCRA facilities or properties must be formalized in a sales or other disposition agreement specifying applicable terms and conditions of the sale, or in other such documents as determined appropriate by the HBCRA Attorney.
- h. The HBCRA Attorney shall advise the Project Manager when the deed to HBCRA property has been released and the disposal is complete. The original documents are provided to the City Clerk's Office for the official records. The Project Manager shall notify the Economic Development Office of said disposition. The Economic Development Office shall advise the Finance, Risk Management, Development Services and Public Works/Utilities & Engineering Departments that the property has been removed from the HBCRA ownership. For dispositions of a property that was recorded as a Fixed Asset, an Asset Change form must be completed and provided to the Finance Department with a copy of the HUD statement for the sale. Each department will take the necessary action to remove the property from inventories and maintenance schedules.

## **V. INVENTORY OF PROPERTIES**

- 1. The Economic Development Office shall maintain a master listing of all recorded HBCRA owned real property by folio number, legal description, street address, and use.
- 2. The Finance Department shall maintain a listing of all HBCRA owned real property on the "Asset Register," which lists address, legal description, folio number, purchase and/or capital cost, and book value. This Asset Register will only contain HBCRA owned properties that are Fixed Assets.
- 3. The Economic Development Office shall maintain a complete listing by use categories, of all HBCRA owned real property in the "Inventory of HBCRA Owned Property." The use categories shall be designated by the Project Manager. Use categories may be added or deleted as appropriate, with some examples as follows:
  - a. Residential properties suitable for the construction of single-family homes without variances or other related actions.

- b. Residential properties suitable for the construction of single-family homes with granting of variance, redevelopment area modification, or other appropriate action.
- c. Residential properties suitable for the construction of duplex homes without variances or other related actions.
- d. Residential properties suitable for the construction of duplex homes with granting of variance, redevelopment area modification, or other appropriate action.
- e. Residential properties suitable for the construction of multi-family housing without variances or other related actions.
- f. Residential properties suitable for the construction of multi-family housing with granting of variance, redevelopment area modification, or other appropriate action.
- g. Commercial property suitable for development without variances or other related actions.
- h. Commercial property suitable for development with granting of variance, redevelopment area modification, or other appropriate action.
- i. Property designated for easements, utilities or right of ways.
- j. Property designated for or containing HBCRA facilities such as buildings, parks, towers and other improvements.
- k. The Economic Development Office maintaining inventories shall reconcile each time there is an addition or deletion of property. The Economic Development Office shall provide a copy of the revision(s) to each of the other departments, highlighting the revision(s) for ease of review.

**VI. ADDITIONAL INFORMATION, REQUIREMENTS AND RESPONSIBILITIES**

- 1. The following items must be included in the file to be a completed file (where applicable):
  - a. Owner's property records (assessed value, improvements, lot size, legal description, site plan, survey, location map, zoning and land use, tax bill)
  - b. Mortgage Information (existing mortgage-balance due, status of payment)
  - c. Lien Search/Title Search
  - d. City Clerk's Lien Search (proof to include formal and informal information gathered from internal departments)
  - e. Property Inspection Report

- f. Property Inventory Report
- g. Appraisal
- h. Environmental Site Assessment
- i. Notice to Public
- j. Meeting Minutes from Board of Directors, with votes & resolution number & Memos
- k. Title Commitment
- l. Contract/Purchase Agreement
- m. HUD1 Closing Statement
- n. Closing Documents
- o. Recorded Deed/Mortgage
- p. Purchase Order/Check Requisition

Once all above items are included in the file, the Project Manager will transmit such file to the City Clerk's Office for official record.

2. **The Community Redevelopment Agency Executive Director or designee will be responsible for updating this Policy.**