HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT AUGUSTA GEORGIA LAND BANK AUTHORITY ACQUISITIONS PROCESS RESIDENTIAL

1. Site visit conducted prior to acquisition request	2. Property card obtained from GIS	3. Letter of interest sent to owner	 4. Appraisal conducted (if property is not donated) via the lowest of three (3) bids
ContCosts to include delinquent taxes, demolition, cloudy title, land/asbestos abatement and site cleanup may reduce the purchase price	5. Residential properties will be placed on Legal Committee for information/ approval to acquire or sell to and from private owner/developer that exceeds \$200K	6. HCD to notify Augusta Georigia Land Bank Authority (AGLBA) of its intention to acquire a property	7. Offer letter/contract presented before AGLBA Board for approval
8. Written offer of just compensation provided to owner upon approval from AGLBA	 9. Once owner has signed offer, the Redevelopment Sector will work w/attorney to prepare all documents 	10. Attorney will prepare sales contract to be singed by AGLBA and buyer/seller	11. Attorney will execute the property sale within 60 days
12. A copy of the clean title must be received	13. HCD to request AGLBA to set up closing if title is clear	 14. Request funding from Augusta GA Finance Dept for respective closing 	