

County Owned Back Tax Property

Management & Sale of Property

Executive Summary #49

County Owned Back Tax Committee

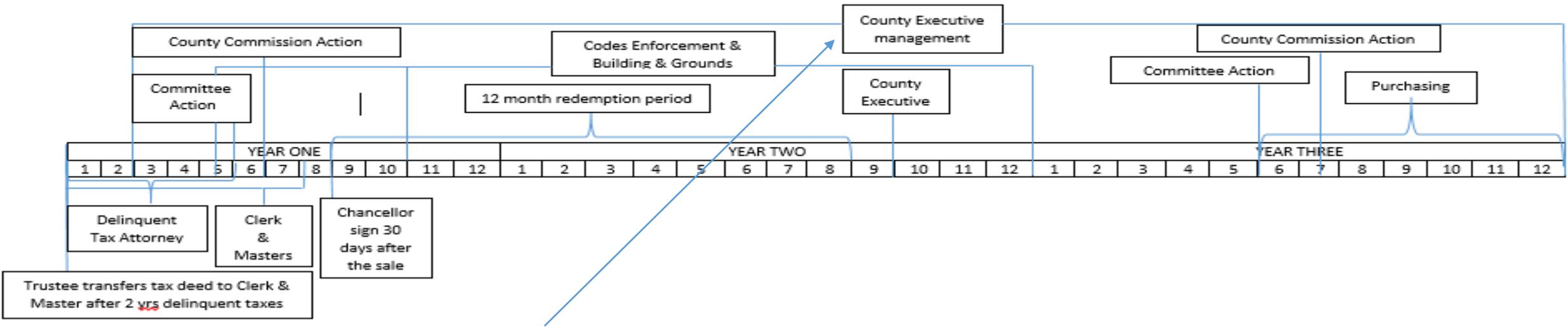
Pursuant to Tennessee Code Annotated §67-5-2507(B)(1) the County Commission of Roane County established the County Owned Back Tax Committee. The aforementioned Code states, *A committee of four (4) members shall be elected by the county legislative body, from the county legislative body, who, together with the county mayor, shall place a fair price on each tract of land, for which price the land shall be sold.*

- Members of the Committee Include:
 - Ron Woody - County Executive
 - Randy Ellis - Commissioner
 - Todd Fink - Commissioner
 - Darryl Meadows - Commissioner
 - Stanley Moore - Commissioner

Committee Purpose

- Fulfill requirements of TCA 67-5-2507
- Recommend resolutions of management policies of Back Tax Properties to County Legislative Body
- Recommend resolution of individual properties not to be purchased
- Recommend resolutions of Back Tax Properties to be surplus

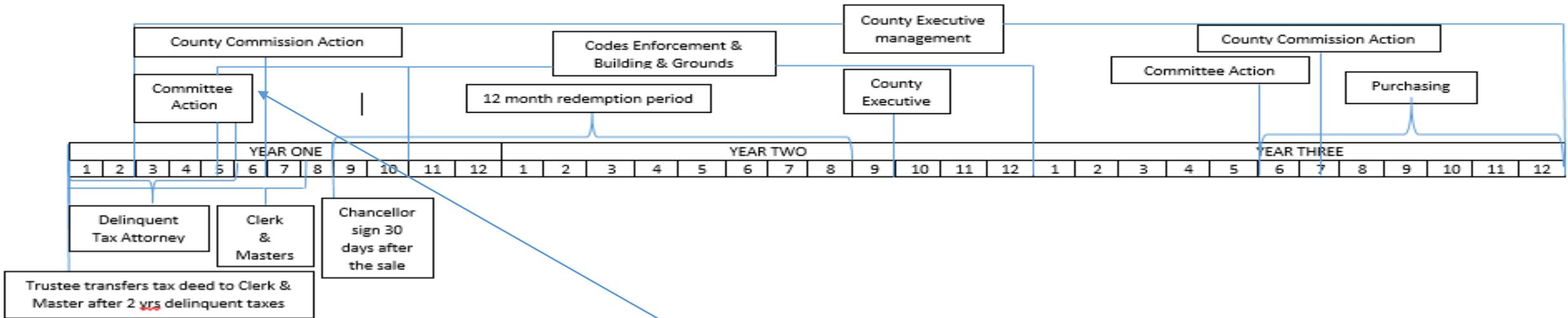
Timeline of Back Tax Property Management among departments within local government



County Executive Management

- Begins during the time frame of Delinquent Tax Attorney and Clerk & Masters review
 - Reviews properties to determine whether property should be bid in by the county or not
 - Submit report to Committee with resolution
- Works with Committee
 - to recommend policies
 - to recommend specific properties not to be purchased
- Work with Code Enforcement & Building and Grounds
 - to insure properties owned or bid in by County is properly managed
- County Executive
 - trys to sell properties owned by the County
- Works with Committee
 - to recommend resolution to surplus property and have Purchasing sale said properties
- Work with Purchasing to sell properties

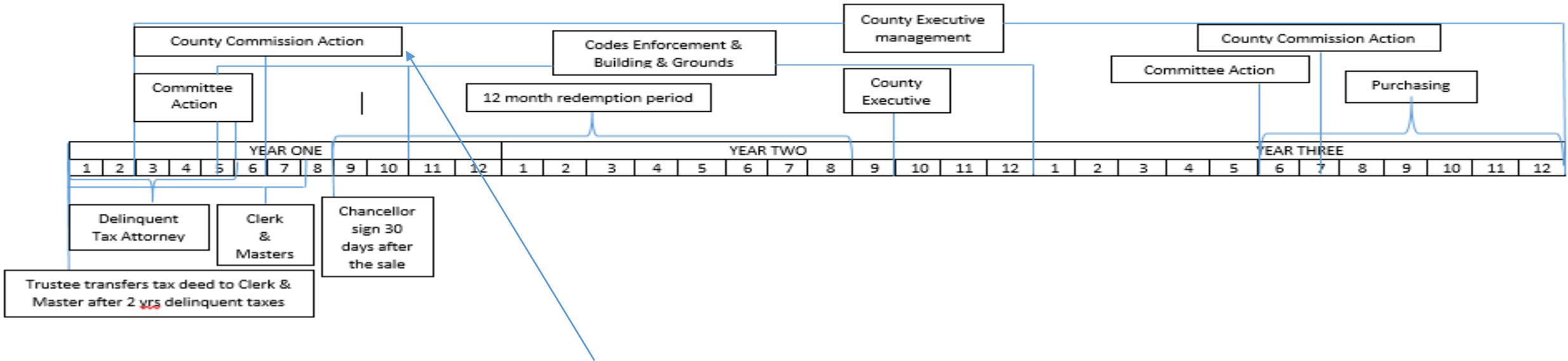
Timeline of Back Tax Property Management among departments within local government



Committee Action

- Makes recommendation to the Commission
 - Resolution of governing policies
- Meets to review the report of the condition of the properties
- Resolution of individual properties not to be purchased

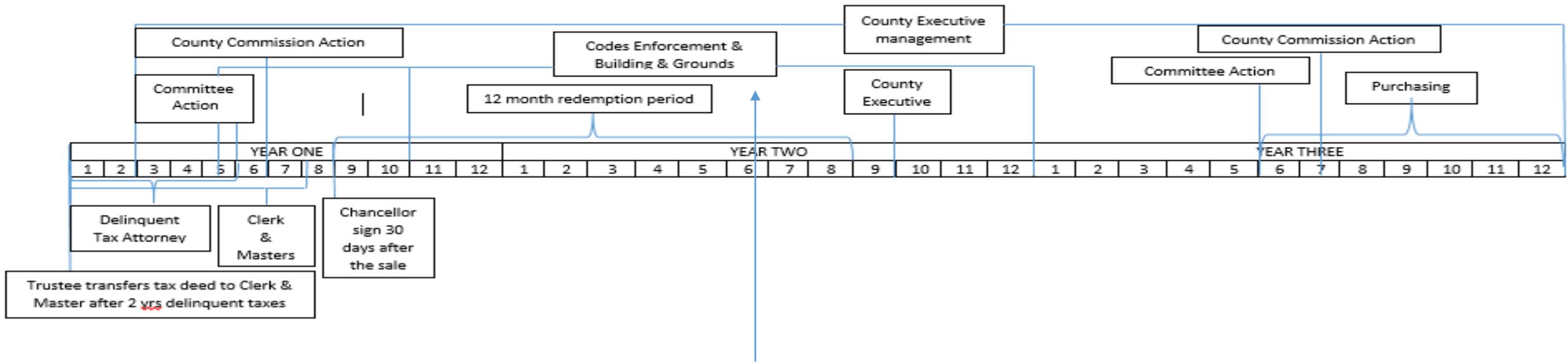
Timeline of Back Tax Property Management among departments within local government



County Commission Action

- Considers actions of resolutions submitted by the Committee

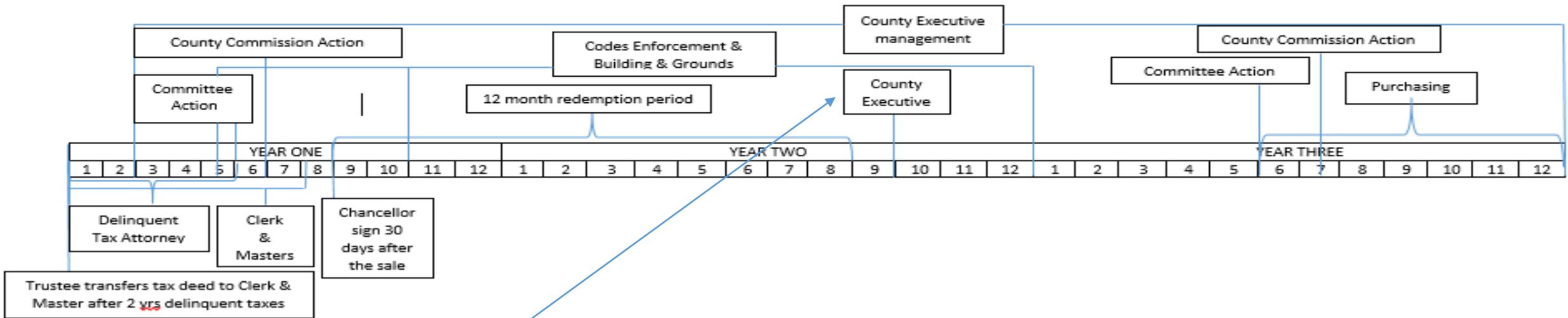
Timeline of Back Tax Property Management among departments within local government



Codes Enforcement and Building & Grounds Departments

- Obtain information on condition of properties
- Make recommendations to County Executive and Committee on the evaluation of the properties
- Maintain properties in an orderly fashion during period of redemption and after County has received the deed and until sold

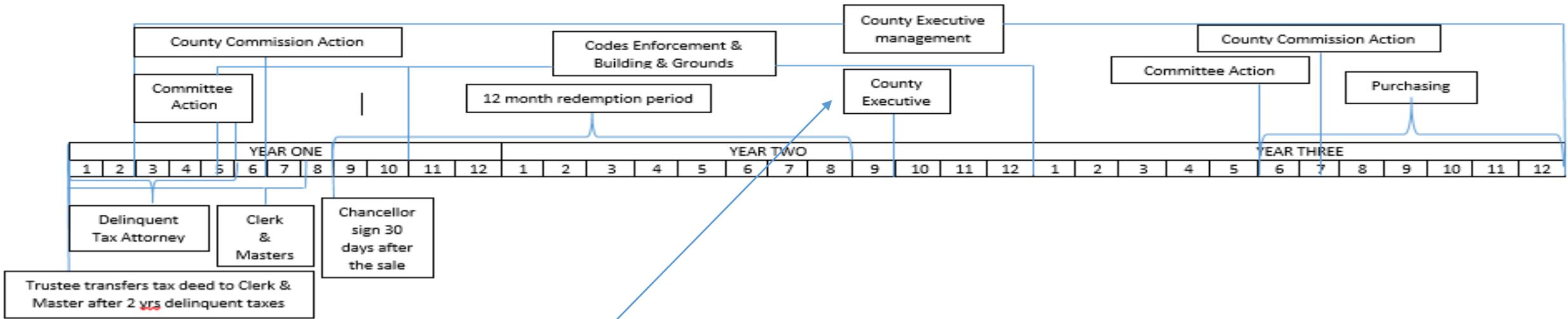
Timeline of Back Tax Property Management among departments within local government



County Executives

- County Executive receives and registers the deeds.
- Properties are advertised in the newspaper, with specified sealed bid guidelines.
- Bidders are contacted with a date to open sealed bids by the County Executive's office.
- The highest and best bid is advertised in a newspaper in the county giving anyone (10) days to counter the bid with an increase of (10%) or more.
- All bidders are notified with a day fixed when bidders shall appear and make offers.
- The tract of land shall be sold to the bidder making the highest and best offer.
- All taxes and fees are paid in full by the bidder.
- A Tax Deed is prepared by the County Attorney.
- The Tax Deed is notarized and registered by the new owner.
- This process can take from to (2) months or up to (2) years.

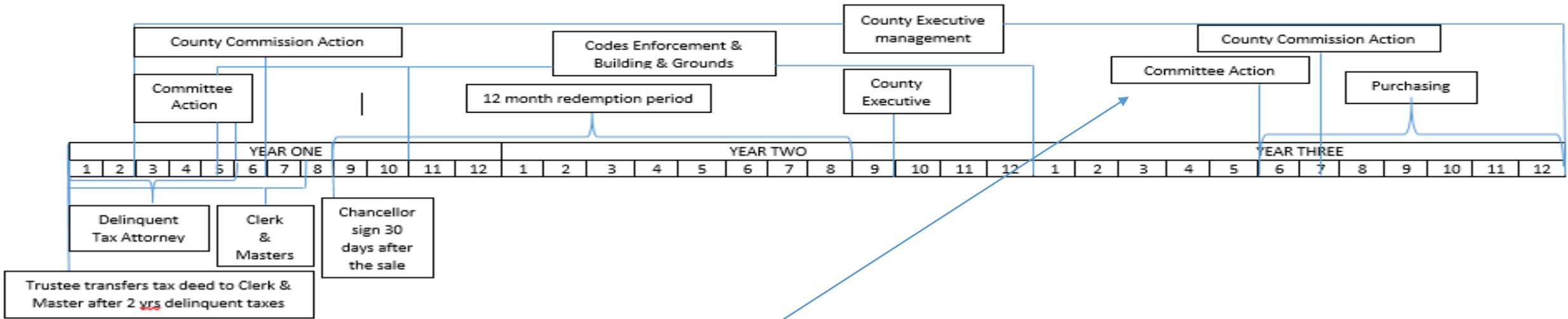
Timeline of Back Tax Property Management among departments within local government



County Executive

- Work with Committee to prepare property to be transferred to Purchasing to sell
- Prepares resolution for Committee consideration

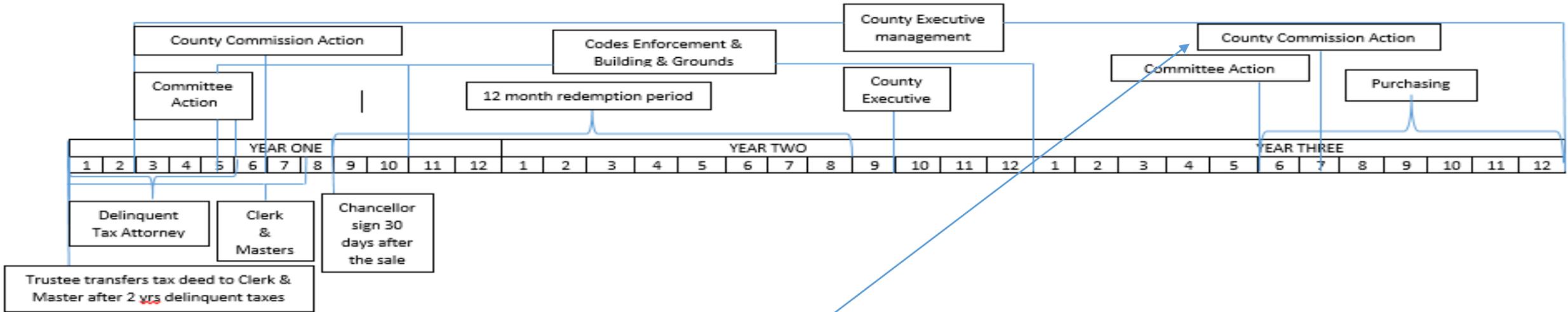
Timeline of Back Tax Property Management among departments within local government



Committee Action

- Receives a resolution for consideration to surplus and transfer to Purchasing Department to sell

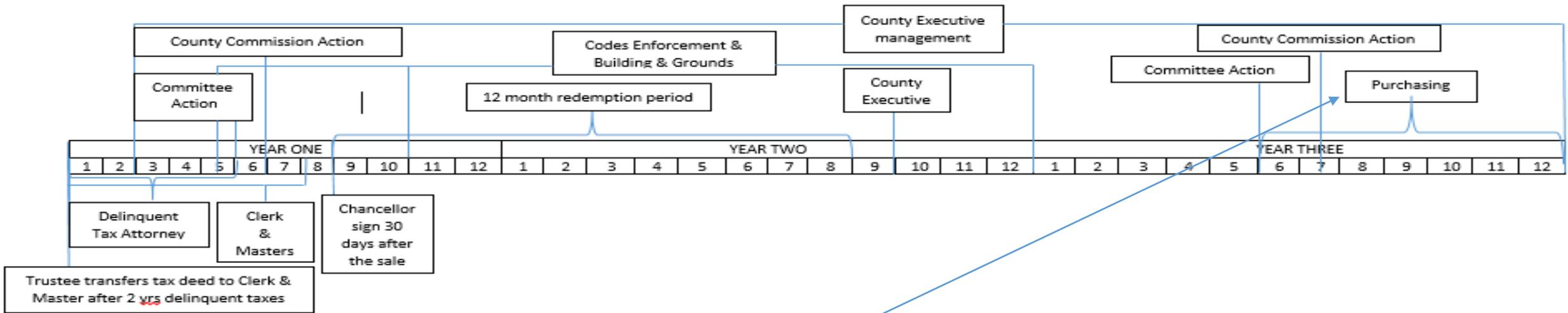
Timeline of Back Tax Property Management among departments within local government



Commission Action

- Commission considers surplus and approves Purchasing to sell property

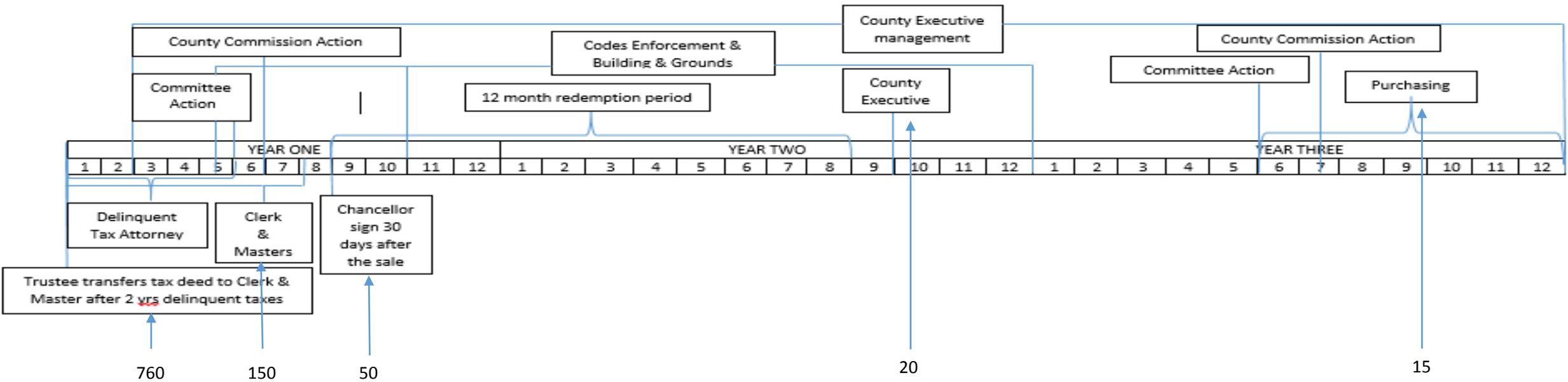
Timeline of Back Tax Property Management among departments within local government



Purchasing

- The list of properties is given to the Purchasing Department.
- Purchasing opens a file on each piece of property and obtains:
 - Copy of the Deed
 - Property Assessments
 - Pictures of the Properties
 - Creates evaluation sheets on each property

Timeline of Back Tax Property Management among departments within local government



Example of number of properties