

## PROPERTY USE AND RESPONSIBILITY DISCLOSURE FORM

Prospective Purchaser hereby acknowledges that he/she is aware that the subject real property is identified as Tax Parcel No. \_\_\_\_\_ and addressed \_\_\_\_\_, and that the use and development of this subject real property is regulated by the Memphis and Shelby County Unified Development Code and Memphis and Shelby County Zoning Ordinance. The permitted uses and restrictions may be determined by calling the Office of Planning and Development at (901) 576-6601 or by visiting its website at the following link:

<http://www.shelbycountyttn.gov/index.aspx?NID=924>

As published, the purpose of the Department of Housing/Code Enforcement is to protect the public health, safety and welfare in existing buildings used for dwelling purposes. The department administrates and enforces sections of the City of Memphis Code of Ordinances. These ordinances regulate:

- Storage of inoperable or abandoned vehicles on public and private property
- Minimum housing standards for existing dwellings, and environmental conditions which may contribute to deterioration in the community
- Abandoned commercial structures, which may contribute to deterioration in the community

Some of the common complaints reported by citizens include abandoned houses and vehicles, structural defects in dwellings, and appliances or junk stored on property.


Concerned citizens are encouraged to telephone the Mayor's Citizen Service Center (Memphis 311) at 576-6500 to file a complaint regarding unsafe housing conditions or inoperable vehicles.

Potential violations are discovered through citizen complaints, referrals from other agencies, inspector observations in an assigned area and systematic inspections in a target area. Once a complaint is received, an inspector will conduct an investigation to determine if there is an ordinance violation. If there is a violation, the inspector may notify the owner verbally or in writing. When there are numerous violations, the owner is mailed a list of violations, and a "Notice of Hearing".

After a violation order is issued for structural or environmental conditions, periodic follow-up inspections are conducted to determine if compliance has been met. Follow-up inspections are done to determine if compliance has been met. Depending on the circumstances and severity, the Department of Housing/Code Enforcement can opt to:

- Give an extension to meet compliance
- Court action
- Issue an order to vacate the premises
- Issue an order not to occupy until repairs are made
- Condemnation

Should the owner fail to comply, court action can be initiated at any time after the first follow-up inspection. The department utilizes the General Sessions Environmental Court to resolve cases where the violator has voluntarily failed to comply.

 \_\_\_\_\_  
Initial

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Prospective Purchaser must declare in the space below his/her proposed use and development timetable for the subject real property as well as if the property will be made available for resale and/or lease:

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### Cash Sales

The successful bidder may be required to attend a Shelby County Board of Commissioners Committee Meeting and/or a full Commission Meeting to answer questions concerning the successful bidder's proposed use and development of the subject property. In this case, SCLB Staff will contact the successful bidder by telephone to give him/her advance notice of the meeting(s) that must be attended. In the event this successful bidder is unable to attend the scheduled meeting(s), approval of the sale will be deferred until such time as the successful bidder is able to attend a subsequent meeting or meetings.

### Donations (Non-profit Organizations, Governmental Entities, etc.)

Prospective Purchaser or its designated representative may be required to attend a Shelby County Board of Commissioners Committee Meeting and/or a full Commission Meeting to answer questions concerning the prospective Purchaser's proposed use and development of the subject property. In this case, SCLB Staff will contact the prospective Purchaser by telephone to give him/her advance notice of the meeting(s) that must be attended. In the event this prospective Purchaser is unable to attend the scheduled meeting(s), approval of the sale will be deferred until such time as the prospective Purchaser is able to attend a subsequent meeting or meetings.

Prospective Purchaser hereby acknowledges that he/she has read and understands the information provided herein as it pertains to an owner of the subject real property.

\_\_\_\_\_  
Purchaser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchaser

\_\_\_\_\_  
Date

This Property Use and Responsibility Disclosure Form is hereby presented to prospective Purchaser by \_\_\_\_\_, Delinquent Tax Property Sales \_\_\_\_\_, in the Shelby County Land Bank, on behalf of Shelby County Government as part of the sale process on this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Initial