



COMMUNITY REDEVELOPMENT AGENCY (CRA)

REAL ESTATE ACQUISITION, DISPOSITION & LEASE BY THE FORT LAUDERDALE CRA

Rev: 1 | Revision Date: 7/7/2016 | Print Date: 7/7/2016
I.D. Number: TBD

I. Purpose of Policy

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 Fort Lauderdale Community Redevelopment Agency (CRA).

The future redevelopment within CRA areas may necessitate land acquisition and all other redevelopment actions allowable under the state statute to effectively redevelop privately owned properties. As redevelopment projects develop in the future, the CRA 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 CRA shall adhere to all requirements as set forth in Section 163.380, Florida Statutes with regards to the acquisition and disposition of property in the redevelopment area.

II. Policy

In accordance with the by-laws of the Fort Lauderdale CRA Article 4, Section 4.2, the acquisition and conveyance of leasing of real property by the CRA shall be done in accordance with Chapter 163, Part III, Florida Statutes. The Executive Director may evaluate and negotiate for the CRA to acquire appropriate parcels of property. The Executive Director shall have the authority to sign the documents necessary to purchase real property, as authorized by motion of the CRA Board of Directors in accordance with Article 4, Section 4.3, purchasing procedures whereas the Executive Director or his designee(s) may procure goods or services up to \$25,000 per purchase or contractual agreement. All acquisitions of real property for a purchase price in excess of \$25,000 (either individually or in the aggregate) shall require the approval of the CRA Board of Directors. The Executive Director is authorized to accept properties conveyed to the CRA for no consideration, including, donations and escheated properties conveyed to the CRA by Broward County, subject to such acceptance and approval by the CRA Board.

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

III. Procedures

The acquisition of land shall be in accordance with the CRA Plan goals and objectives towards eliminating slum and blighted conditions.



COMMUNITY REDEVELOPMENT AGENCY (CRA)

REAL ESTATE ACQUISITION, DISPOSITION & LEASE BY THE FORT LAUDERDALE CRA

Rev: 1 | Revision Date: 7/7/2016 | Print Date: 7/7/2016
I.D. Number: TBD

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

To ensure full compliance with state mandated procedures regarding acquisition and disposition of properties, the CRA shall be governed by the following procedures and parameters delineated in Chapter 152, Part III, Florida Statutes.

The CRA shall be responsible for maintaining and updating the inventory of CRA owned property database and be responsible for carrying out the procedures associated with acquisition and disposition of property.

Any property to be acquired in excess of \$25,000 is subject to final approval of the CRA Board of Directors by resolution.

Process of property acquisition must include the following steps:

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 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 is aligned with the CRA Plan.
4. Request appraisals to be completed on the property.
5. Properties shall not be purchased above appraised value, unless extenuating circumstances exist. Those circumstances must be documented and presented to the Commission.
6. Formal consideration by the CRA Board of Directors approving the acquisition (in excess of \$25,000), disposal or lease of the property.
7. Obtain an affidavit from seller acknowledging no tenants or leases are in existence. If tenants exist, the CRA may establish a new lease and rent collection method.
8. Determine method of payment and funding.
9. Set closing date with City/CRA Attorney's office, seller and the CRA.
10. Review and approve the HUD settlement statement.
11. Check request or wire transfer is processed through Accounts Payable. Once the payment has been processed and the contract closed, a copy of property deed is filed and the CRA Property Inventory list is updated.
12. CRA staff will notify Risk Management to include new property in insurance policy.



COMMUNITY REDEVELOPMENT AGENCY (CRA)

REAL ESTATE ACQUISITION, DISPOSITION & LEASE BY THE FORT LAUDERDALE CRA

Rev: 1 | Revision Date: 7/7/2016 | Print Date: 7/7/2016
I.D. Number: TBD

13. CRA staff will contact property maintenance vendor to maintain the property.

III. ACQUISITION OF PROPERTIES WITHIN THE CRA

1. Section 163.370, Florida Statutes governs CRA Land Acquisition.
2. Fort Lauderdale CRA Land Acquisition Process

The Executive Director's Office shall be notified of all properties being considered for acquisition through purchase, foreclosure, donation, statutory transfer or any other means.

- a. 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:
 - i. The CRA shall print out property records available 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 CRA shall obtain a lien search from the City Clerk's Office/City Attorney's Office or Title Company.
 - iii. Coordination with other City departments to determine the amount of liens, fines, penalties, Code Compliance liens, capital contribution liens, sewer assessments, unpaid utility bills, or any other unpaid accounts.
 - iv. An appraisal shall be ordered and all properties over \$150,000 shall require two appraisals.
 - v. The CRA 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.
 - vi. The CRA shall formally request the following information from the Department of Sustainable Development: (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



COMMUNITY REDEVELOPMENT AGENCY (CRA)

REAL ESTATE ACQUISITION, DISPOSITION & LEASE BY THE FORT LAUDERDALE CRA

Rev: 1 | Revision Date: 7/7/2016 | Print Date: 7/7/2016
I.D. Number: TBD

- 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.
- vii. The CRA shall arrange to have an environmental analysis performed on all properties proposed for acquisition by the CRA, except in cases where the property will be purchased at auction and would be sold "as is."
 - viii. The CRA shall prepare and/or review and approve the scope of work for the property
 - ix. If the CRA anticipates rehabilitating the property or demolishing the property, a scope of work, outlining the current condition of the property will be prepared.
- b. In the case of foreclosures, the City/CRA 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.
- c. The CRA shall review information and recommendations obtained from all reviewing departments for completeness and provide the Executive Director with a summary report. If the Executive Director denies further acquisition consideration, no further action is required. If the property is considered for acquisition, the CRA shall prepare a CRA Board of Commissioners Agenda Memo with the summary report as back up for further consideration and approval by the CRA Board of Directors.
- d. Upon approval of the proposed acquisition, the CRA shall take all necessary actions to ensure the acquisition of the property through the City/CRA Attorney.
- e. Upon receipt of the recorded property title, the CRA will provide the original property documents to the City Clerk office for official filing.

IV. DISPOSITION OF PROPERTIES

1. Section 163.370, Florida Statutes governs CRA Land Disposition.
2. Fort Lauderdale Land Disposition Process

Disposition of property may be originated from a number of sources to include but not limited to: (a) request from the Board of Directors; (b) request from the Executive Director's Office; (c) request from the general public; (d) request from



COMMUNITY REDEVELOPMENT AGENCY (CRA)

REAL ESTATE ACQUISITION, DISPOSITION & LEASE BY THE FORT LAUDERDALE CRA

Rev: 1 | Revision Date: 7/7/2016 | Print Date: 7/7/2016
I.D. Number: TBD

Project Developers within the CRA and; (e) other sources.

The Executive Director shall be notified of all such requests.

- a. The CRA shall process a disposition request by preparing a summary report on the property for review and recommendation by the Executive Director. Report shall include:
 - i. Suitability of the property to meet the purpose of the request.
 - ii. If disposition is consistent with CRA Plan goals and objectives.
 - iii. Financial arrangements associated with the disposition are provided.
 - iv. Recommended restrictions placed on the property based on the intended use.
- b. If the Executive Director denies further disposition consideration, the CRA staff will be notified and no further action is required.
- c. If the Executive Director authorizes disposition, the CRA staff will include the following information in the CRA Board of Commissioners Agenda Memorandum:
 - i. Appraised value and/or market value of the CRA property or facility recommended to be disposed and the requested manner of disposition.
 - ii. Requirements for the CRA to retain easements, rights-of-ways, use of portions of the site, as applicable.
 - iii. Purchasers intended use 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.
 - iv. Any other relevant information as gathered and recommended.
 - v. The Executive Director shall authorize disposition based on the summary report and information and in conformance with the CRA Board of Director's authorization as set forth in Florida Statutes.
 - vi. If the property is being disposed of below fair market value, the CRA must outline why it is necessary to dispose of the property below fair market value.
- d. For properties proposed for donation, sale or other appropriate means for implementation, additional considerations shall be as follows:
 - i. Property allocation shall be based on the administrative and financial ability of the appropriate requesting entity to administer the construction of home(s) and in a timely and cost-effective manner.



COMMUNITY REDEVELOPMENT AGENCY (CRA)

REAL ESTATE ACQUISITION, DISPOSITION & LEASE BY THE FORT LAUDERDALE CRA

Rev: 1 | Revision Date: 7/7/2016 | Print Date: 7/7/2016
I.D. Number: TBD

- ii. Property allocation shall be based on the requesting entity's ability to mitigate any existing City liens, fines, penalties, property taxes, and/or outstanding mortgage amount due.
 - iii. Entity's request that the CRA pay specified dollar amounts for City/CRA code mandated processing fees, or of taxes due or of payment for tax certificated on behalf of the entity.
- e. The 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 City/CRA Attorney to transfer deeds for individual lots. The CRA 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 CRA shall document all required information to satisfy grant stipulations.
- g. The sale or other disposition of CRA facilities or properties must be formalized in sales or other disposition agreement specifying applicable terms and conditions of the sale, or in other such documents as determined appropriate by the City/CRA Attorney.
- h. The City/CRA Attorney shall advise the CRA when the deed to CRA property has been released and the disposal is complete. The original documents are provided to the City Clerk's office for official recording. For dispositions of a property that was recorded as a fixed asset, necessary documentation must be provided to the CRA with a copy of the HUD statement for the sale of the property.

V. INVENTORY OF PROPERTIES

The Community Redevelopment Agency shall maintain a master listing of all recorded CRA owned real property by folio number, legal description, street address and use. The CRA shall maintain a listing of all CRA owned real property in the "asset register" which lists addresses, legal description, folio number, purchase and/or capital cost, and book value. The Asset Register will only contain CRA owned properties that are fixed assets and a separate register that lists properties we plan to dispose of.

VI. CRA PROPERTY FILING

The following items must be included in the file to be a completed file (where



COMMUNITY REDEVELOPMENT AGENCY (CRA)

REAL ESTATE ACQUISITION, DISPOSITION & LEASE BY THE FORT LAUDERDALE CRA

Rev: 1 | Revision Date: 7/7/2016 | Print Date: 7/7/2016
I.D. Number: TBD

applicable):

- Owner's property records (assessed value, improvements, lot size, legal description, site plan, survey, location map, zoning and land use, tax bill).
- Mortgage information
- Title Search
- Lien Search
- Property Inspection Summary Report
- Property Inventory Report.
- Appraisal.
- Environmental Site Assessment.
- Notice to Public.
- Meeting minutes from CRA Board of Directors Meeting, with votes & resolution number and Commission Agenda Memorandums.
- Title Commitment.
- Contract/Purchase Agreement.
- HUD1 Closing Statement.
- Closing Documents.
- Recorded Deed/Mortgage
- Proof of payment