

Tax Sale Committee Special Requests Checklist

Property Address: _____

Date of Request: _____

Name of Requestor: _____

Requesting Agency/
if citizen request state "Citizen": _____

Phone Number: _____

E-Mail: _____

1. **Police Department** – Property is a problem crime location for drugs, prostitution, loitering and other nuisance issues.
2. **Fire Department** – The structure is a fire hazard, is fire damaged, or violates the fire code.
3. **Community Development/CAPS** – Property is a nuisance (dilapidation, weeds, trash, boarding or open and vacant, etc.).
4. **Economic Development** – Property is part of an economic development plan.
5. **Complex Title** – Property title is too complex and hinders the private sale from proceeding.
6. **Other Requested Reason – Please clearly state the reason below:**

All properties must meet at least two of above qualifications in order to be considered by the committee. All special requests must include maps of the property and any accompanying materials one week prior to the committee's meetings.

**Return form to: Real Estate Services
City of Richmond
900 East Broad Street, Room 1105
Richmond, VA 23219 OR
Fax: 804. 646.4351**