

PROCESS FOR CONVEYANCE OF PROPERTIES THROUGH HOUSING AND COMMUNITY DEVELOPMENT DIVISION TO COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDO'S) & NON-CHDO'S

Green type is Real Estate (RE) Division responsibility

PHASE I - INITIAL INVESTIGATION & CONTACT

- Parcels are received by Real Estate (RE) Division from Clerk of Circuit Court;
- Parcels are circulated to City Agencies;
- Parcels are circulated to City Council members;
- Responses are reviewed;
- Parcel is investigated by Planning and Development Department - Housing and Community Development Division (HCDD) to determine if it is suitable for affordable housing.
- Action is taken based on responses;

PHASE IIa REQUEST FROM CHDO

- If a parcel is assigned to the HCDD land inventory, requests are directed to HCDD.
- Contact is made to Council District Member, where land is located, for approval;
- Approval memo signed by Council District Member is delivered to RE from HCDD,
- An agreement for donation is prepared and sent to the CHDO with HCDD copied;
- Once signed and returned to RE from CHDO, **Quit Claim deed is sent to Mayor for execution with:**
 - 1) Agreement,
 - 2) Council Member's approval signed letter and
 - 3) Copy of City of Jacksonville Municipal Code Sec. 122.461. (Donation for residential housing.)
- When deed is received back to RE, it is recorded and mailed to CHDO, with HCDD copied.

PHASE IIb - REQUEST FROM NON-PROFIT (NON CHDO) OR FOR-PROFIT

- Requests are directed to Housing and Community Development - HCDD;
- HCDD contacts Council District Member for discussion and approval;
- Approval is received by Real Estate Division from Council Member;
- Legislation is prepared to convey the parcel(s), to specific non-profit;
- Once legislation is approved, a copy is sent with **Quit Claim Deed** to Mayor for execution.
- When deed is received back to RE, it is recorded and mailed to outside organization, with HCDD and Council Member copied.

PHASE III - MONITORING FOR CONSTRUCTION

- If property is not immediately donated, it must be maintained by the City.
- Per 122.461, HabiJax or CHDO has 12 months from time of conveyance to begin construction of affordable housing unit and 18 months to complete.
- After donation, it is the responsibility of the Non-profit to maintain the land in accordance with Municipal Code.