



**DEVELOP  
LOUISVILLE**  
*LOUISVILLE FORWARD*

**VACANT & PUBLIC PROPERTY ADMINISTRATION**

**Please submit the completed form to:  
Vacant & Public Property Administration  
c/o Mary McGuire  
444 South Fifth Street, 5<sup>th</sup> Floor  
Louisville, Kentucky 40202  
Tel: (502) 574-4016**

**You may also submit the application by email: [vapstat@louisvilleky.gov](mailto:vapstat@louisvilleky.gov) or fax: (502) 574-4199**

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**VAP FORECLOSURE REFERRAL**

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CONTACT INFORMATION

Please provide your contact information. (Please update this information with our office if the contact information changes.)

Your Name: \_\_\_\_\_ (Date)

Your Company/Non-Profit\*: \_\_\_\_\_

Your Address: \_\_\_\_\_  
(Street) (Apt./Suite)

\_\_\_\_\_  
(City, State) (Zip Code)

Your Phone No: \_\_\_\_\_  
(Main) (Alternate)

Your Email: \_\_\_\_\_

**\*If you are asking for a foreclosure on behalf of a Company or Non-Profit, enter Company's/Non-Profit's Contact Information.**

You wish to acquire the following property:

Property Address:

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(Street)

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(City, State) (Zip Code)

Please state your intended use of property, if acquired:

DEFINITIONS

- |                         |  |
|-------------------------|--|
| <b>Abatement</b>        | Work performed by Metro to remedy a Property Maintenance violation including boarding, cleaning, mowing and demolition.          |
| <b>Code</b>             | Code refers to the Louisville Metro Codes of Ordinances; more particularly, Chapter 156, the Property Maintenance/Nuisance Code. |
| <b>Foreclosure</b>      | A lawsuit to bar or terminate the interest of an owner of a property subject to a lien.  |
| <b>Metro</b>            | Louisville/Jefferson County Metro Government.  |
| <b>Subject Property</b> | Property that the Requestor is asking to acquire through the foreclosure.  |
| <b>VAP</b>              | Vacant Abandoned Property.   |

## PURPOSE AND SCOPE

The purpose to Metro's Foreclosure Program is to force an ownership change from a party who currently is not maintaining or using the property in a productive and positive manner to a party that will.

Upon receipt of this Foreclosure Request, Metro will research the property to determine whether the Subject Property is eligible for foreclosure action based on this policy.

Once the foreclosure has been commenced by Metro, Metro expects that you will bid on the property at Commissioner's Sale.

Upon filing with the Circuit Court, the case will be assigned a case number. Using that case number, any person may request to view the actual file at:

Civil Circuit Division  
Office of Circuit Court  
Jefferson County Judicial Center  
Room 309  
700 W. Jefferson St.  
Louisville, KY 40202

Also using this case number, any person may contact the Master Commissioner's Office to check the sale date. It is your responsibility to track the sale date.

This Foreclosure Request in no way obligates Metro to act.

## ELIGIBILITY FOR FORECLOSURE

Upon receiving this Referral, Metro will research the property including researching title. A property may be eligible for foreclosure by Metro under the following circumstances:

- (1) The Subject Property is not legally occupied.
- (2) The Subject Property does not have a current, open foreclosure by another party.
- (3) Metro has a lien against the property for violations of the Code and/or for abatement of a violation.
- (4) You have attempted to contact the owner to acquire the Subject Property, but have been unable to do so.
- (5) A public purpose is served by filing a foreclosure on the Subject Property.

STATEMENT OF UNDERSTANDING

As the Requestor of this foreclosure action, I understand that:

Please  
Initial:

(1) \_\_\_\_\_ Metro currently does NOT own the Subject Property.

(2) \_\_\_\_\_ A foreclosure is a lawsuit filed in court.

(3) \_\_\_\_\_ I am requesting that Metro pursue a foreclosure action in Jefferson County Circuit Court against the owner of the Subject Property.

(4) \_\_\_\_\_ A foreclosure by Metro would be initiated based upon the expectation that I will show up at the commissioner's sale and bid on the property.

(5) \_\_\_\_\_ Because this is a court action, Metro does not control the time-table and cannot guarantee a specific sale date.

(6) \_\_\_\_\_ Because the property will be sold at auction, Metro cannot guarantee the outcome, including the winning bidder.

(7) \_\_\_\_\_ Metro cannot guarantee the Subject Property's appraisal, condition or its price at auction.

(8) \_\_\_\_\_ It is my responsibility to review and comply with the Commissioner Guidelines (see <http://www.jeffcomm.org/>) as they apply to Commissioner's Sales.

(9) \_\_\_\_\_ It is my responsibility to track the date of the Commissioner's Sale.

(10) \_\_\_\_\_ Metro Government does not guarantee clear title to the property at auction; therefore, I understand the purchase of a title report would greater protect my investment.

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Your Signature