

**CHECKLIST AND STEPS FOR  
PARTIES SEEKING TO OBTAIN CITY OWNED  
PROPERTY FOR A REDUCED/NOMINAL FEE**

*Submittal of the required information does not create a contractual relationship with the City of Memphis. This is intended to be **non-binding** until a formal agreement has been fully executed and delivered by the parties.*

1. Name and address of organization/party.
2. Contact person legally authorized to speak on behalf of organization.
3. What is the specific request to the City?
4. Identify the City owned property pertaining to this request (i.e., address, parcel number or cross streets)
5. Does your organization have Nonprofit Status? If so, provide the 501c3 form.
6. What is your party(s)/organization's mission statement?
7. List the Board of Directors and Officers?
8. Include your most recent 990 Form.
9. Provide a list of the organization's management.
10. Describe the intended use of the City owned property; including map of area, renderings of project, project costs, fees, organizations' contribution, projected maintenance costs, etc.
11. Provide a list and proof of funding sources for this project.
12. How does the request fit into your organization's strategic, master or capital plan?
13. Will this project require your board's approval? If so, please provide appropriate documentation evidencing the approval.
14. Have you sought assistance from anyone else in City or County government? If so, who?
15. Are you aware of any individuals or groups that expressed concern or oppose this request? If so, please list.

16. Are you aware of any individuals or groups that may support this project? If so, please list.
17. Are the improvements intended in your proposed project permitted under current zoning?
18. Are there any special conditions or considerations? If so, please identify.
19. Write a statement identifying the organization's current funding set aside to maintain the improvements made.

Once you have provided all of the above information, the following steps must be taken by the City of Memphis Real Estate Department:

1. Administrative approval
2. Signed agreement
3. Drafting of resolution packet
4. City Council approval
5. Mayor's approval
6. Closing of project

The following are the Contract Conditions:

1. Sales price – nominal or reduced price
2. Special conditions of sale such as operational or maintenance conditions
3. Reversionary Clause
4. Exhibits – recorded plan, landscape plan, legal description, etc.
5. Bond