



# Application & Checklist for Accepting Property Donations

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*Resolution No. 2011-35*

## Step 1. Establishing County Interest

Applicant/Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Reasons for the donor's desire to make the gift: \_\_\_\_\_

General description of the property including the exact location, any structures (above and below ground), past uses of the property, location characteristics and pictures.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Enclose proof of donor's ownership of the property in the form of a copy of the donor's deed to the real property.

Is the contribution complete or partial interest in the property?  Complete  Partial – **STOP HERE** - Socorro County will not accept as a gift a partial, fractional or minority interest in real property.

Please list any personal property to be included with the gift (i.e. mobile home).

\_\_\_\_\_  
\_\_\_\_\_

Enclose copies of current real estate tax bills and special assessment bills.

Taxes have been paid in full. Please visit <http://www.socorrocounty.net/elected/treasurer> to lookup the current tax balance (you may also pay online).

Applicant acknowledges and understands that if taxes are owed on the property, donating the property to the County does not remove or satisfy the tax debt. NMSA 1978, Section 7-38-37 (1973) provides that taxes owed remain the personal obligation of the owner even after the owner sells or donates the property.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit this application to: Socorro County Assessor's Office, Attn: Julie Griego, PO Box J, Socorro NM 87801 or via email to [julieg@co.socorro.nm.us](mailto:julieg@co.socorro.nm.us).

## Step 2. Administrative Review

### Completed by County Manager's Office

The County Manager will determine if the County will or will not benefit from the real property.

- Donation rejected. Return this application to the owner/applicant
- County could potentially benefit from this donation of real property. **Forward this form to the County Assessor for additional documents.**

County Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Completed by County Assessor's Office

The following documents are enclosed with this application:

- A recent legal description and survey, if necessary, of the property showing any easements and right-of-ways.
- A ten-year tax search.
- An up to date appraisal report performed by either an independent, professional real estate appraiser or by the County Assessor's Office listing property market value and marketability.
- A chain of title report as to the ownership of the real property by the County Assessor (*note: if there appears to be any inconsistencies in the chain of title the County will require that the donor provide a title abstract*).
- Site inspection complete. Do any potential environmental hazards exist?  No  Yes

*(note: if "Yes", the donor will provide at his/her expense a Phase I Environmental Assessment of the property in a form and content which would be satisfactory to an institutional lender, together with a report of the physical condition of the property.*

**Step 3. Recommendation**

County Manager finds that accepting the property will not be in the County’s best interest the County.

The County Manager finds that accepting the property would be in the County’s best interest for the following reasons:

Beneficial for County Government use: \_\_\_\_\_

Real property can easily be sold for its cash value. Sales Plan: \_\_\_\_\_

**Step 3. FINAL ACCEPTANCE**

After receiving the County Manager’s recommendation to accept the real property the Board of County Commissioners hereby accepts the real property this date. The donor must transfer the real property, by Warranty Deed, to the County of Socorro within 30 days of the vote or the acceptance will be considered null and void.

**APPROVED, ADOPTED, AND PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
DISTRICT I COMMISSIONER

\_\_\_\_\_  
DISTRICT II COMMISSIONER

\_\_\_\_\_  
DISTRICT III COMMISSIONER

\_\_\_\_\_  
DISTRICT IV COMMISSIONER

\_\_\_\_\_  
DISTRICT V COMMISSIONER

ATTEST BY:

\_\_\_\_\_  
COUNTY CLERK