

## **LOC SUGGESTIONS FOR INFORMATION CITIES SHOULD REQUEST FROM CLAIMANTS**

- Name, address and telephone number of claimant
- Names and addresses of all other owners of same property
- Names and addresses of all owners of interests in that property, such as trustees, lien holders and lessees
- Address, tax lot and legal description of the real property that is the subject of the claim
- Copy of the deed transferring ownership to the claimant
- Title report issued within 30 days of the filing of the claim that reflects all of the ownership interests in the property
- If a claim is based on ownership by a family member, then information similar to the above should be provided showing the chain of title back to the original family member
- The current land use regulation or regulations that allegedly restrict the use of the real property
- The amount of the claim, based on the alleged reduction in value, supported by an appraisal by an appraiser licensed by the Appraiser Certification and License Board
- Copies of any leases or Covenants, Conditions and Restrictions (CCRs) applicable to the real property
- A statement as to the preferred resolution of the claim: (1) a monetary payment in a specific amount; (2) waiver of the applicable regulation(s); or (3) modification of the applicable regulation(s), including a description of the desired modification(s)