

APPLICATION FOR QUITCLAIM DEED FOLLOWING STREET OR ALLEY CLOSURE

INSTRUCTIONS

Listed below are the requirements for applying for a quitclaim deed following City Council's closure of a street or alley. These deeds are available to those persons whose property abuts the closed right-of-way. Please review these requirements carefully before completing the application.

Address for Submission of Application: City of Knoxville Law Department
400 Main Street, Suite 699
P.O. Box 1631
Knoxville, Tennessee 37901

IF THE APPLICATION IS INCOMPLETE OR THE REQUIRED DOCUMENTS ARE NOT INCLUDED WITH THE APPLICATION, THE APPLICATION WILL NOT BE ACCEPTED. ANY OMISSION WILL DELAY THE PROCESS.

All applicants must submit the following:

1. A complete and legible application (type or print using blue or black ink).
 2. A copy of the City of Knoxville ordinance that closed the street or alley. This may be obtained from the City of Knoxville Recorder's Office, City-County Building, 400 Main Street, Suite 460, Knoxville, Tennessee.
 3. A copy of the property ownership card showing the name(s) of the person(s) or entity that owns the property adjacent to the closed street or alley. This may be obtained from the Knox County Property Assessor's Office, City-County Building, 400 Main Street, Second Floor, Knoxville, Tennessee, or on the Internet at www.kgjis.org.
 4. A copy of your deed. If you do not have a copy of your deed, you may obtain one from the Knox County Register of Deeds office, City-County Building, 400 Main Street, Second Floor, Knoxville, Tennessee. The reference number for your deed is shown on the property ownership card and may be useful in obtaining a copy of your deed.
 5. A copy of a survey, map or plat of your property, if available.
 6. Application Fee. A check in the amount of \$50.00 payable to the City of Knoxville is required in order to cover the cost of preparing the deed and recording it with the Knox County Register of Deeds office.
- The City of Knoxville cannot quitclaim the property until the closure becomes effective, normally seventeen (17) days after City Council approves it.
 - A separate application must be submitted for each quitclaim deed requested.
 - If you are the owner of the property adjacent to the street or alley being closed, please complete the "OWNER" application.
 - If you are applying for a quitclaim deed on behalf of the property owner, please complete the "REPRESENTATIVE" application.

If you have questions or need assistance in completing the application, please contact:

Deena Chase, Legal Assistant
City of Knoxville Law Department
(865) 215-2050

APPLICATION FOR QUITCLAIM DEED

OWNER

❖ *Do not complete this form if you are applying for a quitclaim deed on behalf of the property owner(s). You should complete the "Representative" application form.*

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|--|--|
| Name of Applicant [Property Owner(s)] | |
| Email Address | |
| Mailing Address | |
| Telephone Number | |
| Address of the property you own that abuts the closed street or alley (include street address, city, state and zip code) If you own property on more than one side of the closed street or alley, please provide the additional property addresses. | |
| Ordinance Number of City Ordinance that closed the street or alley at issue. | |
| Name of the property owner(s). The name must be precisely as it appears on your deed. | |

CERTIFICATION

I/WE ARE THE LEGAL OWNERS OF THE PROPERTY WHICH ABUTS THE CLOSED STREET OR ALLEY.

DATE: _____

PROPERTY OWNER(S):

- Ordinance
- Property Ownership Card
- Deed
- Survey, Map or Plat
- Application Fee (\$50.00)

**APPLICATION FOR QUITCLAIM DEED
REPRESENTATIVE**

❖ Do not complete this form if you are the property owner and are applying for a quitclaim deed for yourself. You should complete the "Owner" application form.

| | |
|--|-------|
| Name of Applicant (Representative) | |
| Title | |
| Mailing Address | |
| Email Address | |
| Telephone Number | |
| Address of the property that abuts the closed street or alley (include street address, city, state and zip code) If the property owner owns property on more than one side of the closed street or alley, please provide the additional property addresses. | _____ |
| Ordinance Number of City Ordinance that closed the street or alley at issue. | |
| Name of the property owner(s). The name must be precisely as it appears on the deed. PROPERTY OWNERS CURRENT MAILING ADDRESS | |

REPRESENTATIVE'S CERTIFICATION

I/WE REPRESENT _____, WHO IS/ARE THE LEGAL OWNER(S) OF THE PROPERTY WHICH ABUTS THE CLOSED STREET OR ALLEY AND AM MAKING THIS APPLICATION ON BEHALF OF THE PROPERTY OWNER(S).

DATE: _____

REPRESENTATIVE:

Signature / Title

Printed Name

OWNER'S CERTIFICATION

I/WE ARE THE LEGAL OWNERS OF THE PROPERTY WHICH ABUTS THE STREET OR ALLEY BEING CLOSED.

DATE: _____

PROPERTY OWNER(S):

- Ordinance
 Property Ownership Card
 Deed
 Survey, Map or Plat
 Application Fee (\$50.00)