



Resolution to Declare Property Surplus

Dear Reader:

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We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

The University of Tennessee
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Reference Number: MTAS-787

RESOLUTION NO. _____

A RESOLUTION OF THE ANYTOWN, BOARD OF MAYOR AND ALDERMEN TO DECLARE CERTAIN PROPERTY OWNED BY THE CITY TO BE SURPLUS TO THE CITY'S NEEDS AND DIRECTING DISPOSAL OF SAME.

WHEREAS, the City of Anytown has identified various items of city-owned property as being surplus to the needs of the City and has determined it to be in the public interest to offer them for sale.

NOW, THEREFORE, BE IT RESOLVED BY THE ANYTOWN BOARD, AS FOLLOWS:

1. **Property declared surplus to the needs of the City government.** The following described property is hereby declared to be of low value and surplus to the needs of the City.

Item	Description	Serial Number / VIN
2010 Ford F-150 Pickup Truck	Color: White Mileage: 195,247	OU813-711
Public Address Amplifier	Peavey Model CS 4080HZ Age: 7 years	XYZ87602281
35mm camera	Olympus 35SP - Rangefinder 35 years old	SP-1000879
Work bench vise	Wilmar Model MV4 4 inch, black	none

2. **City Manager directed to dispose of surplus property.** In compliance with the Anytown Surplus Property Policy (Resolution #2015-109), the City Manager is hereby directed to conduct a public auction for the sale of the surplus items enumerated in Section 1 of this Resolution. If said auction does not result in an acceptable bid, the City Manager is authorized to donate any unsold items of surplus property to any charitable cause, with preference given to those charities located, or having a presence, in Anytown. In the event no charitable cause can be found for such purposes, the City Manager may give the surplus property to any non-profit organization or, at his option, have the items disposed as solid waste.

PASSED AND APPROVED THIS _____ DAY OF _____, 20__ BY THE ANYTOWN BOARD OF MAYOR AND ALDERMEN.

DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.

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