



# Iberia Parish Clerk of Court

## **OBTAINING A PROPERTY BOND**

### *FOR PROPERTY IN IBERIA PARISH*

#### PROPERTY BONDS

- 1.0 Call the jail to see if the incarcerated person has a hold placed on them.
- 2.0 If no hold is placed on them and they are incarcerated in a jail other than Iberia Parish, ask if they will accept a property bond from Iberia Parish.
- 3.0 Property Owner(s) must go to the Iberia Parish Tax Assessor Office, located at 121 W. Pershing Street to obtain a written, detailed assessment on the property.
- 4.0 Bring the Tax Assessor's documentation to the Clerk's Office. All persons listed on the assessment must be present and have a valid I.D. and are the only ones who can sign the property bond. The Clerk's office will generate a Mortgage Certificate. This is a \$20 - \$30 fee, depending on how many names are listed.
- 5.0 Property Owner(s) bring the Tax Assessors documents and the Mortgage Certificate to the Iberia Parish Jail, located at 1318 Broken Arrow Road, where the Sheriff Deputy will prepare the Lien & Privilege.
- 6.0 Property Owner(s) brings all of the above documentation (Tax Assessor, Mortgage Certificate and Lien & Privilege) to the Civil Department of the Iberia Parish Sheriff's Office, located on the 1<sup>st</sup> Floor of the Iberia Parish Court House, 300 Iberia Street, and have the documents notarized.
- 7.0 Property Owner(s) brings the notarized documents to the Clerk's Office to record. This is an estimated \$110 fee, depending on how many pages. For this fee, it is recorded and you will receive a certified copy.
- 8.0 Property Owner(s) brings the certified copy of the Lien & Privilege to the JAIL where the person is incarcerated.
- 9.0 If accepted, the jail will post the property bond to release the incarcerated person.
- 10.0 Once the previously incarcerated person has completed their sentence and successfully completed their probation OR if the case is dismissed, the property owner(s) may choose to cancel the lien.
  - NOTE: Cancelling the lien is not automatically done, this is the responsibility of the property owner(s).

Property Owner(s) must bring a copy of the recorded Lien & Privilege to the District Attorney's office, located on the 2<sup>nd</sup> floor of the Iberia Parish Court House, 300 Iberia Street, and request that the District Attorney prepare the necessary paperwork to cancel the property bond.

- 11.0 Property Owner(s) must bring the completed paperwork from the DA's office to the Clerk's office to cancel the lien. This is an estimated \$60 cancellation fee.