*Disclaimer: This is a sample form only. Prior to using the form, it is recommended that you consult with your attorney and modify the form to suit your preferences. The MS Municipal League makes no guarantees that the information in this form is completely accurate, but it is prepared to the best of its knowledge.*

**[Section 21-19-11(1), MS Code of 1972 requires that the City shall give notice of a hearing to clean private property to the all property owners of a property in need of cleaning by:**

**1. United States mail two (2) weeks before the date of the hearing mailed to the address of the subject property, except where the land or structure(s) is apparently vacant, and to the address where the ad valorem tax notice for such property is sent by the office charged with collecting ad valorem tax; and**

**2. Posting notice for at least two (2) weeks before the date of a hearing on the property or parcel of land alleged to be in need of cleaning and at city hall or another place in the municipality where such notices are posted.]**

**[INSERT CITY NAME], MISSISSIPPI**

# NOTICE OF HEARING

**[INSERT DATE]**

**TO:** **[INSERT NAME OF PROPERTY OWNER]**

**[INSERT ADDRESS]**

**YOU ARE HEREBY NOTIFIED** that you have been made a party to a hearing **[INSERT HEARING DATE]**, at **[INSERT HEARING TIME]** at the City Hall, **[INSERT HEARING ADDRESS],** pursuant to Section 21-19-11, Mississippi Code of 1972, to be conducted before the Mayor and Board of Aldermen of the **[INSERT CITY NAME]**, Mississippi (the “City”), to determine, whether the property owned by you and located at **[INSERT SUBJECT PROPERTY ADDRESS]** (the “Property”), is in such a state of uncleanliness as to be a menace to the public health, safety, and/or welfare of the community.

It is in your best interest to be present before the Mayor and Board of Aldermen of the City at its meeting dated **[INSERT HEARING DATE]**, at **[INSERT HEARING TIME]** at the City Hall, **[INSERT HEARING ADDRESS]**, wherein the determination of whether to adjudicate your Property a menace to public health and safety of the community will be made. Should you not be present, an adjudication that it is a menace to the public health, safety, and/or welfare of the community may be made.

Adjudication at this hearing will authorize the City to enter and clean this Property, and all costs associated with the cleaning may become a civil debt against you and/or become an assessment against the Property. Adjudication would also authorize the City to re-enter and clean the Property for a period of two (2) years after the hearing without any further hearing if notice is posted on the Property and at City Hall or another place in the City where such notices are generally posted at least seven (7) days before the Property is re-entered for cleaning.

Should you have any questions prior to the scheduled hearing, please contact **[INSERT CONTACT NAME & CONTACT INFORMATION]**, during normal business hours.

Issued under my hand, this the day of , 20\_\_.

# [INSERT CITY NAME], MISSISSIPPI BY:

**[NAME], City Clerk**