

VACANT/ABANDONED/FORECLOSED PROPERTY INITIAL REGISTRATION FORM

To be updated *annually* for each property and/or dwelling unit

INITIAL REGISTRATION FEE \$100.00

New Registration Update Renewal Deregistration or Waiver Application*
(contact office for fee schedule)

1. PROPERTY INFORMATION

Property Address: _____ Parcel #: _____

Vacant/Unoccupied Foreclosure/Default [VACANT] Foreclosure/Default [OCCUPIED]

Notice of Default (date): _____ Most recent property inspection date: _____

Date Building became vacant/unoccupied: _____ (or is scheduled to become vacant)

Is the Property secured? Yes No Is Property contact information posted? Yes No

Must be completed in full for Registration or Waiver Application

2. PROPERTY OWNER INFORMATION

Name of Company/Legal Owner(s): _____

Address (Mailing Address): _____

City/State/Zip Code: _____

Phone Number(s): _____ (W) _____ (H) _____ (M)

Email Address: _____

3. Property Agent (required if address in #2 is more than 30 miles from property address.)

Name of Contact Person: _____

Name of Company: _____

Address (Mailing Address): _____

City/State/Zip Code: _____

Phone Number: _____ Email Address: _____

4. Property Maintenance Company

Name of Contact Person: _____

Name of Company: _____

Address (Mailing Address): _____

City/State/Zip Code: _____

Phone Number: _____ Email Address: _____

* See other side for Waiver Application

VACANT/ABANDONED/FORECLOSED PROPERTY
APPLICATION for WAIVER of FEE

I/We _____, affirm that:

I/We are the owner(s)* of the property located at:

I/We are aware of the Ordinance regulating the Registration and maintenance requirement for vacant properties within the Municipality, and

I/We have submitted an application for a UCC Building Permit or Zoning Permit to rehabilitate, demolish, or otherwise substantially repair or improve the building.

or

I/We are Actively marketing the property for sale/lease, and have:

Engaged the services of a real estate licensee, whose name, address, telephone number and email will be provided in the Multiple Listing Service (MLS);

Placed weekly advertisements in print or electronic media;

Distributed printed advertisements.

I/We will comply with the Maintenance and Security requirements of Vacant or Abandoned Property Registration Ordinance and the adopted Property Maintenance Code of the Municipality

I/We have made this Application for the purpose of securing a *temporary* exemption from the Registration Fee requirements of this Ordinance.

Owner Signature

Date

Phone #

Owner Signature

Date

Phone #

*Owner – Any person

(i) having a legal or equitable interest in a property;

(ii) having a legal interest in a property recorded in the official records of the state, county or municipality as holding title to the property; or

(iii) otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

Approved:

Denied:

Denial Reason: _____

Code Official

Date