



VACANT BUILDING REGISTRATION

“Vacant” means no person or persons actually currently conduct a lawfully licensed business or lawfully reside or live in any part of the building as the legal or equitable owner(s) or tenant-occupant(s) on a permanent, non-transient basis.

Any Condemned Property must be registered as vacant within 30 days of condemnation,
followed by a Rehab Plan due 60 days after condemnation.

Condemned Date: _____ VBR Due: _____ Rehab Plan Due: _____

PROPERTY ADDRESS:	
BUILDING USE:	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial

NAME	ADDRESS (#, STREET, CITY, STATE)	ZIP CODE	TELEPHONE #
PROPERTY OWNER:			
E-mail:			FAX #

PROPERTY OWNERSHIP INFORMATION (Check one) *Information for items 2 through 7 above must be provided on the back of this form.*

1. Individual/Sole Proprietor
2. Partnership/LLP (List all partners and percentage of ownership)
3. Corporation/LLC (List all members/shareholders and percentage of ownership/interest)
4. Owned by an estate (List name and address of personal representative)
5. Owned by a trust (List name and address of all trustees, grantors and beneficiaries)
6. Owned by any other form of unincorporated association (List names and addresses of all principals with an interest of 10% or greater)
7. Owner is located out of state (List representative name and address who is designated as a responsible, local party or agent who resides within in the state)

I affirm that the information on this application is true to the best of my knowledge and belief. If the property is sold to a new owner, corporation or partnership, or if any other ownership changes occur, the property shall be re-registered with all appropriate information. Failure to comply with this requirement may result in penalties as established by the city code.

OWNER

DATE

Office Use Only

FEE DUE: 1 st Year Registration - \$200 Annual Fee (after first year): \$200 + a \$100 Inspection Fee	AMOUNT PAID:
RECEIVED BY:	DATE PAID:
	CK # CASH
IF PROPERTY IS STILL VACANT ON 6/1/24, THIS REGISTRATION MUST BE RENEWED BY 7/1/24	



Housing & Community Development Department
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