Community Development Department
66 Mentor Avenue ◆ Painesville, Ohio 44077
◆ (440) 392-5931

VACANT PROPERTY/BUILDING REGISTRATION FORM

All vacant properties/buildings must register with the City of Painesville Community Development Department in accordance with the Vacant Building Registration Ordinance – Section 1377 of the Painesville Codified Ordinance. Please complete this form for each vacant property address. Temporary exemptions for disaster-affected properties, structures actively under construction, properties listed with a licensed realtor in the State of Ohio, or a vacant property that is being marketed for rent may be approved upon **written request**.

Section I: Address/es of Vacant Property/Building *(Required)*

Street Address/es: _____
_____
_____

Section II: Property Owner Information (*Required*)

(No P.O. Boxes are permitted; must provide a building address.)

If Individual Owner or Designated Agent, please complete the following:

Property Owner's Name: _____
Owner's Address: _____
City: _____ State: _____ Zip Code: _____
Designated Agent or Contact Person: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: _____ Fax Number: _____
E-Mail Address: _____

If Partnership, Corporation, Trust or Other, please complete the following:

(Please use the supplemental form to list each additional partner, officer, or trustee.)

Tax ID Number of Partnership or Corporation: _____
Name of Partnership or Corporation: _____
Contact Person:_____ Title:_____
Title: _____
Designated Agent or Contact Person: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: _____ Fax Number: _____
E-Mail Address: _____

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Section III: Local Agent / Property Manager (If owner is outside of local area)

Please list Name, Address, Phone number and any additional information necessary to contact for interior and exterior inspections.

Name:_____ _____
Address: _____
Phone: _____
Additional Remarks: _____

Section IV: Vacant Building Plan (*Required*)

I hereby submit a plan of (*Please Circle*): Demolition │ Secure Vacancy │ Rehabilitation:

_____
_____
_____
_____

Section V: Proof of Insurance *(Required)*

If submitting a plan of demolition, please also provide proof of holding in escrow with the City of Painesville the amount of $10,000 for a residential property or $75,000 for a commercial property. Escrow funds will be released upon completion of the submitted plan. Use additional paper to outline further details pertaining to your plan.

Escrow for Demolition: Yes _____ No _____

Section VI: Fees (*Required*)

Please make checks payable to **City of Painesville**. The vacant property registration payment included with this form pertains to the current year of vacancy and is (*Please Circle*):

Residential: $200-1st yr │ $400-2nd yr │ $800-3rd yr │ $1,600-4th yr │ $3,200-5th yr or later
Commercial: $400-1st yr │ $800-2nd yr │ $1600-3rd yr │ $3,200-4th yr │ $6,400-5th yr or later

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I, _____, hereby request to register the vacant property/building listed above and acknowledge that the information above is complete and accurate. I have read and understand Ordinance 11-11 for owning a vacant property in the City of Painesville and agree to comply with these requirements. In accordance with this Ordinance, I agree to notify any future owner of this vacant building registration.

_____/ _____

Applicant's Signature **Date**

Subscribed and duly sworn before me according to the law, by the above named applicant this day _____ in the City of _____.

Notary Signature: _____