



CITY OF LORAIN

Department of Building, Housing & Planning

Kellie Glenn
Director

Richard Klinar
Chief Building Official

Chase Ritenauer
Mayor

VACANT/FORECLOSED PROPERTY REGISTRATION FORM

NEW RENEWAL UPDATE

PROPERTY ADDRESS: _____ NUMBER OF UNITS: _____

PROPERTY DESCRIPTION: _____

PROPERTY MANAGEMENT COMPANY INFORMATION: _____

CONTACT NAME: _____ PHONE: _____

CONTACT ADDRESS (NO PO BOX): _____

CITY: _____ STATE: _____ ZIP: _____

24-HOUR CONTACT TELEPHONE OR CELLULAR PHONE: _____

E-MAIL ADDRESS: _____

USE ABOVE CONTACT FOR REGISTRATION INSPECTION? YES NO (If no, provide name and phone below)

NAME: _____ PHONE: _____

OWNER/AGENT INFORMATION:

PROPERTY OWNER, OR FORECLOSING INSTITUTION: _____

CONTACT NAME: _____ PHONE: _____

E-MAIL ADDRESS: _____

ADDRESS (NO PO BOX): _____

CITY: _____ STATE: _____ ZIP: _____

VACANT PROPERTY REGISTRY FEE: **\$125.00 Per Year/per structure**

MAKE CHECKS PAYABLE TO: **THE CITY OF LORAIN**

Sign and mail this form and remit payment to:

CITY OF LORAIN BUILDING, HOUSING AND PLANNING DEPARTMENT,

200 WEST ERIE AVE, 5th Floor

LORAIN, OH 44052

IN ACCORDANCE WITH THE CITY OF LORAIN'S "VACANT FORECLOSURE PROPERTY" ORDINANCE, BY SIGNING BELOW YOU:

- **CERTIFY** that the information provided above is accurate, and **AGREE** to notify the Code Official of any updates;
- **AGREE** to pay a fee of \$125 at the time of registration renewal. **AGREE** that the Property Registration is valid for a period not to exceed one year from the date of initial registration, and **AGREE** to renew the Property Registration within 30 days of expiration. Once the property is no longer vacant or is sold you **AGREE** to provide proof of sale or written notice or proof of occupancy to the Code Official;
- **CERTIFY** that the property has been inspected by the Owner/Agent at the time of filing the Property Registration;
- **AGREE** to maintain a local individual or local property management company responsible for securing and maintaining the property;
- **AGREE** to post and maintain updated named and 24-hour contact phone number of the local individual or local property management company on the front to the property, so it is clearly visible from the street;
- **AGREE** that the owner local individual or local property management company shall inspect and maintain the property on a weekly basis for the duration of the vacancy, in accordance with the City of Lorain codes;
- **AGREE** that once the property is registered it will be inspected by a Code Official; and
- **AGREE** that adherence to this ordinance does not relieve the owner of any applicable obligations set forth in the City ordinances or regulations Covenant Conditions and Restrictions, and/or Home Owners Association rules and regulations.

APPLICANT SIGNATURE

APPLICANT PRINTED NAME

DATE

OFFICE USE ONLY Payment Rec'd: Payment Date: _____ Payment Method: _____ Check: _____

Inspection Date: _____ Building Inspector: _____