



**COMMUNITY DEVELOPMENT**

*Division of Code Compliance*

240 Columbus Avenue  
Sandusky, Ohio 44870  
419.627.5913  
www.cityofsandusky.com

**RESIDENTIAL VACANT & FORECLOSED PROPERTY BOND DEPOSIT FORM**

kkromer@ci.sandusky.oh.us

**OFFICE USE ONLY**

Date: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Check #: \_\_\_\_\_

Processed By: \_\_\_\_\_

Account # - 110-4010-46415	→	\$500 (admin. fee)
Account # - 894-0000-45005	→	\$9,500 (balance)

**Section 1 - PROPERTY INFORMATION:**

Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_ Apartment numbers if multi-family property: \_\_\_\_\_

Type of property: Single-family  Duplex  Tri-plex  Multi-family (4+ Units)  Commercial  Rooming House

Is the property currently vacant or showing signs of vacancy: YES  NO  UNKNOWN

Vacant and foreclosed property registration form completed and submitted: YES  NO

Vacant and foreclosed property registration fee paid: YES  NO

Owner / Former Owner / Mortgagor: \_\_\_\_\_

Current Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Section 2 – MORTGAGEE / BANK / LENDER / SERVICER INFORMATION:**

Name of entity: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name & Title of Contact Representative: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Section 3 – FORECLOSURE INFORMATION (if applicable):**

Case #: \_\_\_\_\_

Filing Date: \_\_\_\_\_ Case Status: OPEN  CLOSED

**Section 5 – PROPERTY MANAGEMENT OR PRESERVATION AGENT (if applicable):**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Emergency Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact Person Name & Title: \_\_\_\_\_

Direct Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

*Any owner of a vacant and/or foreclosing property shall provide a cash bond acceptable to the City of Sandusky, in the sum of not less than ten thousand dollars (\$10,000), to secure the continued maintenance of the property throughout its vacancy and remunerate the City of Sandusky for any expenses incurred in inspecting, securing, marking or making such property safe. The City of Sandusky shall retain five hundred dollars (\$500) of said bond as an administrative fee. Any owner of a vacant or foreclosing property providing a bond pursuant to this registration, must also provide bonds for all other vacant or foreclosing properties owned within the City of Sandusky.*

**There is a one-time, per property cash maintenance bond of \$10,000 required as part of this registration. Please provide this cash bond payable to the City of Sandusky along with this form and mail or hand deliver to:**

City of Sandusky  
Department of Community Development  
Division of Code Compliance  
240 Columbus Avenue  
Sandusky, OH 44870

**CERTIFICATION**

*I certify that the information contained in this bond deposit form is true and accurate to the best of my knowledge and understand that completion of this bond deposit form does not relieve the owner of applicable obligations set forth in the City of Sandusky codified ordinances.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Date