



COMMUNITY DEVELOPMENT

Division of Code Compliance

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

RESIDENTIAL VACANT & FORECLOSED PROPERTY REGISTRATION FORM

OFFICE USE ONLY

kkromer@ci.sandusky.oh.us

110-4010-46415

Date & Amount Paid: _____

Check Number: _____

Section 1 - OWNER:

Owner refers to person or persons with legal title

Type of Owner: Individual Sole Proprietorship Partnership Corporation Trust Other

Owner's Name: _____

Address: _____ City: _____ State: _____ Zip: _____ Phone #: _____

Emergency Phone #: _____ Date of Birth: _____

Social Security/Tax ID#: _____ Email Address: _____

Statutory Agent of corporation or partnership: _____

If owner is a partnership, corporation or trust, complete the following for one partner, officer or trustee:

Name & Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Section 2 - RESPONSIBLE PARTY (Complete if Responsible Party is Different from the Owner):

Responsible Party's Relationship to Owner: Beneficiary Beneficiary's Designated Agent Legal Owner
Legal Owner's Designated Agent

Name of responsible party: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Social Security #: _____

Tax ID# of corporation or partnership: _____

If responsible party is a partnership, corporation or trust, complete the following for one partner, officer or trustee:

Name & Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Section 3 - PROPERTY INFORMATION:

Address: _____

Apartment numbers if multi-family unit: _____

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

If multi-family, list the number of units in the property: _____

If a rooming house, list the number of sleeping rooms in the property: _____

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

Section 4 – MAINTENANCE AND RE-OCCUPANCY PLAN:

If the property listed in Section 3 of this form is vacant or is showing signs of vacancy, please provide a statement detailing:

- (1) Anticipated period of vacancy
- (2) A detailed plan for the regular maintenance of the property during the period of vacancy
- (3) A timeline for the anticipated re-occupancy of the property
- (4) Rehabilitation plan for the property (if applicable)
- (5) Demolition plan for the property (if applicable)

Section 5 – PROPERTY MANAGEMENT OR PRESERVATION AGENT (If Applicable):

If the property is vacant or shows evidence of vacancy AND the responsible party (listed in Section 2) is located more than thirty (30) miles outside of the City limits, please provide the following information for the responsible property management or property preservation company that will oversee maintenance and security of the property:

Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Emergency Phone #: _____ Fax #: _____

Contact Person Name & Title: _____

Direct Phone #: _____ Email: _____

VACANT AND FORECLOSED PROPERTY REGISTRATION FEE

Annual fee per vacant property is \$125.00. Please make all checks payable to the City of Sandusky and mail to:

**City of Sandusky
Division of Code Compliance
240 Columbus Avenue
Sandusky, OH 44870**

Please note, this initial registration shall be effective for the duration of the calendar year in which it is made. For any registered property that is still subject to the registration requirements on January 1 of each year, the responsible party must submit a renewed registration by no later than January 31st of that year.

VACANT AND FORECLOSED PROPERTY MAINTENANCE BOND

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 to fund an account for expenses incurred in inspecting, securing and marking said property and other properties that are not in compliance. 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 and mail to:

**City of Sandusky
Finance Department
240 Columbus Avenue
Sandusky, OH 44870**

APPLICANT CERTIFICATION

Applicant Signature

Applicant Printed Name

Date