

## Foreclosed, Vacant, or Abandoned Property Registry

Address Being Registered: \_\_\_\_\_

This property is

- Foreclosed (check all below that apply)
- Date of Sheriff's Sale: \_\_\_\_\_
  - Occupied, Redemption period ends: \_\_\_\_\_
  - Vacant
- Vacant
- Abandoned

### Applicant

I am registering this property as the  Owner  Mortgage Lender  Attorney for Mortgage Lender

### Applicant Information *(future invoices will be sent to this name/address)*

<b>Applicant Name:</b> _____			
<b>Interest in Property:</b> <input type="checkbox"/> Owner <input type="checkbox"/> Mortgage Lender <input type="checkbox"/> Attorney representing _____			
<b>Applicant Address:</b> _____			
Address	City	State	Zip
<b>Contact Name:</b> _____		<b>Phone:</b> _____	
<b>Email Address (required):</b> _____			

### Property Owner Information (if not Applicant)

<b>Property Owner Name:</b> _____	<b>Home Phone:</b> _____
	<b>Cell Phone No.:</b> _____
<b>E-mail Address:</b> _____	
<b>Property Owner Address</b>	<b>Work Phone No. ( _____ ) _____</b>
<b>Physical Address:</b> _____	
<b>Mailing Address (if different):</b> _____	

**Property Manager Information (if not Applicant or Owner)**

Property Manager Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email Address (required): \_\_\_\_\_

**Responsible Local Agent** (required if Applicant is more than 75 miles outside of Jackson County)

Responsible Local Agent (RLA) Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

RLA Address: \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

E-mail Address (required) \_\_\_\_\_ Work Phone No. \_\_\_\_\_

*I understand and accept responsibility to serve as the Responsible Local Agent as defined above.*

Responsible Local Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Status of Property**

- Are the utilities on or off? Electric: \_\_\_\_\_ Water: \_\_\_\_\_ Gas: \_\_\_\_\_
- Is the structure secured from unauthorized entry?  Yes  No
- Is there a sign **at least 18" x 24"** affixed to structure and visible from street?  Yes  No

**Fees**

- Registration:** \$300 (good for 3 years)
  - Quarterly Monitoring:** (billed in advance by the City after registration)
    - \$225 (1-unit)  \$300 (2-units)  \$375 Multi-Family (3-4 Units)
    - Multi-Family over 4 units \$375 + \$15/unit over 4
- Plus:**

**Agreement**

I hereby attest the above information is true and correct to the best of my information, knowledge, and belief. I am aware that a false statement or dishonest answer may be grounds for denial of my registration, or may be punishable by law. I further acknowledge and affirm should any information submitted on this registration form change, I will notify the Department of Community Development within ten (10) days and submit an amended registration without cost.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Applicant/Owner Printed Name

**It is Applicant's responsibility to notify the Department of Community Development when the property ownership has changed and should no longer be registered by the Applicant. Failure to timely submit notice may subject Applicant to additional quarterly invoices which cannot be refunded once tendered.**