



# CITY OF LORAIN

## Department of Building, Housing & Planning

**Max Upton**  
Director

**Jose Pallens**  
Chief Building Official

**Jack W. Bradley**  
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, 5<sup>th</sup> 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: \_\_\_\_\_