



City of Lorain

VACANT/FORECLOSED PROPERTY REGISTRATION

APPLICATION MUST BE FILLED OUT COMPLETELY & LEGIBLY

Date Received	_____
Date Paid	_____
Amount \$	_____
<input type="checkbox"/> Check #	_____
<input type="checkbox"/> Cash <input type="checkbox"/> Credit card	
Permit#	_____
Date Issued	_____

☐ Residential ☐ Commercial – Current use? _____
☐ New ☐ Renewal ☐ Update

Property Address: _____ Number of units _____
 Property Description: _____
 Vacancy date: _____ 24-Hour Contact phone: _____

A. Legal Property Owner: _____ Phone: _____
 Address (no P.O. Box): _____
 City: _____ State: _____ Zip: _____ E-mail: _____

B. Property Management Company: _____
 Contact Name: _____ Phone: _____
 Address (no P.O. Box): _____
 City: _____ State: _____ Zip: _____ E-mail: _____

C. Legal Owner's Designated Agent: _____ Phone: _____
 Address (no P.O. Box): _____
 City: _____ State: _____ Zip: _____ E-mail: _____

Use above contact for registration inspection/fire inspection (commercial)? ☐ A ☐ B ☐ C ☐ Other (name & contact info)

Is property in foreclosure? ☐ Yes ☐ No **Continue to fill out page 2.**

Sign and mail this form with payment to: **City of Lorain Building, Housing & Planning Department**
200 W. Erie Avenue, 5th Floor
Lorain, OH 44052

Choice of receipt for registration: ☐ Mail ☐ E-mail to _____

In accordance with the City of Lorain Codified Ordinances 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 \$125.00 for **RESIDENTIAL** Vacant Property 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. (Chapter 1541.02)
- **AGREE** to pay a fee of \$1,000.00 for **COMMERCIAL** Vacant Property at the time of registration. The annual registration fee for a vacant commercial building shall be based on the duration of time the building has been vacant regardless of a change in ownership. The owner of the vacant commercial building shall pay an annual registration fee of one thousand dollars (\$1,000.00) for the first year the commercial building remains vacant. For every consecutive year that the commercial building remains vacant, the annual registration fee shall increase by the amount of five hundred (\$500.00) as the cost of monitoring or inspecting the commercial building increases based upon the length of vacancy. **AGREE** to renew the Property Registration within 30 days of expiration. (Chapter 1515.06)
- **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; and 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; and once the property is registered it will be inspected by a Code Official; and 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.

☐ Owner ☐ Agent Signature

 Printed Name

 Date



City of Lorain

BOND FORM

APPLICATION MUST BE FILLED OUT COMPLETELY & LEGIBLY

Date Received _____
 Date Paid _____
 Amount \$ _____
☐ Check # _____
☐ Cash ☐ Credit card
 Permit# _____
 Date Issued _____

Property Address: _____ Number of units _____
 Parcel Number: _____

Owner/Former Owner/Mortgager: _____
 Current Address: _____
 Phone: _____ E-mail: _____

Property being maintained by: _____
 Address: _____
 Contact Name: _____ Phone: _____ E-mail: _____

Vacant Property Registration Form included: ☐ Yes ☐ No
 Vacant Property Registration Fee included: ☐ Yes ☐ No

(Residential) Mortgagee/Entity filing foreclosure: _____
 Address: _____
 Contact Name: _____ Phone: _____ E-mail: _____

(Residential) Foreclosure Filing Information
 Filing Date: _____ Case Number: _____ Status: ☐ Open ☐ Closed

IN ACCORDANCE WITH THE CITY OF LORAIN'S "UNTENANTED RESIDENTIAL PROPERTY CERTIFICATION" and "REGISTRATION OF VACANT COMMERCIAL BUILDINGS" PLEASE INCLUDE THE FOLLOWING WHEN SUBMITTING THE "BOND FORM"

- (Residential) RECEIPT OR COPY OF \$10,000 CASH BOND FOR EACH PROPERTY (\$500.00 Administrative fee applies);
- (Commercial) THE SUM OF THE CASH BOND SHALL BE IN AN AMOUNT NOT LESS THAN \$10,000.00 FOR VACANT BUILDINGS EQUAL TO OR LESS THAN 10,000 SQ. FT., OR A CASH BOND IN THE SUM OF NOT LESS THAN \$15,000.00 FOR VACANT BUILDINGS 10,000 SQ. FT. OR MORE. THE SURETY BOND SHALL BE IN AN AMOUNT TWICE THE SUM OF THE CASH BOND REQUIREMENT BASED ON THE SQ. FT. OF THE BUILDING. THE BOND SHALL BE USED TO ASSURE THE CONTINUED MAINTENANCE OF THE PROPERTY THROUGHOUT ITS VACANCY TO REMUNERATE THE CITY FOR ANY EXPENSES INCURRED IN INSPECTING, SECURING, REPAIRING, MARKING AND/OR MAKING SUCH BUILDING SAFE BY ANY LEGAL MEANS INCLUDING BUT NOT LIMITED TO, DEMOLITION, SECURING, REPAIRING AND/OR MARKING SAID BUILDING AND OTHER VACANT BUILDINGS.
- (Commercial) IF A REGISTRATION FORM IS FILED LATE, AN ADDITIONAL LATE FEE SHALL BE PAID IN ADDITION TO THE ANNUAL REGISTRATION FEE AND SHALL BE EQUAL TO THE ANNUAL REGISTRATION FEE OR ONE THOUSAND DOLLARS (\$1,000.00), WHICHEVER IS LESS.
- COMPLETED "VACANT/FORECLOSURE PROPERTY REGISTRATION" FORM FOR EACH PROPERTY
- MAKE CHECKS PAYABLE TO: THE CITY OF LORAIN
- SIGN AND MAIL THIS FORM WITH PAYMENT TO: CITY OF LORAIN BUILDING, HOUSING & PLANNING DEPARTMENT
 200 WEST ERIE AVENUE, 5TH FLOOR
 LORAIN, OH 44052

Choice of receipt for registration: ☐ E-mailed to owner ☐ E-mailed to agent (please ensure e-mail is provided)
 Applicant is: ☐ Owner ☐ Agent

Signature _____ Date _____

By the above signature, the applicant hereby attests to the truth and exactness of all information supplied and submitted on and with this application. By the above signature, the applicant furthermore consents to be bound by this application, by an agreement made by the applicant or its agent, and by all decisions made by the City of Lorain relating to and in connection with this application.