

VACANT PROPERTY REGISTRATION

Takoma Park Code Chapter 6.38 *Vacant Property Registration* requires the annual registration of all vacant residential, commercial, multi-family, industrial and institutional properties and structures within 30 days of a determination that the property is vacant or shows evidence of vacancy. The property must be secured and inspected by the owner on a monthly basis to ensure that it is secured and appropriately maintained

LICENSE INFORMATION				
Street Address of Property				Registration Number
REASON FOR VACANCY				
OWNER INFORMATION				
Legal Owner(s)				
If the legal owner is not the same as the owner of record, please an explanation for the difference in ownership.				
Type of Ownership (Please check one)	Individual	Trust / Estate	Gen Partnership	Corporation
Mailing Address <i>P.O Boxes will not be accepted</i>				
Telephone	()	Cell Phone	()	
Email Address				
OWNER'S AGENT				
The owner may designate an individual or other entity to entity to act on their behalf.				
Name of Agent				
Direct Contact Name				
Mailing Address <i>P.O Boxes will not be accepted</i>				
Telephone (Days)	()	Cell Phone	()	
E-Mail Address				

PROPERTY PRESERVATION

The entity responsible for the care and control of the vacant property such as property management company, field service provider, property preservation or real estate owned (REO) section or department responsible for inspecting, securing, and maintaining the property. (*Takoma Park Code Section 6.38.050B(3)*)

Name of Agent

Mailing Address

P.O Boxes will not be accepted

Telephone (Days)

()

Cell Phone

()

E-Mail Address

REGISTRATION FEE

An annual registration fee of \$200.00 is due July 1 of each year. The fee, payable to the City of Takoma Park, is non-refundable and will not be prorated in the event a registration fee is paid for a partial year. A late fee of 2% for each month or portion of a month will be charged. Unpaid registration fees may be placed as a lien on the property and collected in the same manner as taxes are collected. (*Takoma Park Code Chapter 6.38.080*)

CERTIFICATE OF PROPERTY INSURANCE

A certificate of property insurance in an amount equal to or greater than the tax assessed value of the property must be filed with the City. (*Takoma Park Code Section 6.38.060(C)*)

POSTING OF NOTICES

The name and 24-hour contact telephone number of the owner, owner's agent or responsible party, including any local property management company must be posted on the property. The notice must be placed on the interior of a front facing window or secured to the exterior of the front door or the building, and visible from the street. If no such area exists, the notice may be posted in a location that is visible from the street at the front of the property. Notices cannot be illuminated or exceed 8½ by 14 inches in size. Exterior postings must weather resistant. Inspections must be conducted on at least a monthly basis to ensure that the property remains in compliance with the City's posting requirements. (*Takoma Park Code Chapter 6.38.110*)

REMOVAL FROM THE VACANT DISTRESSED PROPERTY REGISTRY

In the event a vacant building becomes occupied at any time after its registration, the responsible party or owner is required to file an amended registration form requesting removal from the registry within 15 days of occupancy and provide corroborating documentation. The City will such building from the registry within 30 days of the filing of the amended registration form unless a determination is made that there is evidence of vacancy and reason to believe that the building is remains vacant and subject to registration. (*Takoma Park Code Chapter 6.38.090(B)*)

CERTIFICATION

I hereby affirm that I am the owner of the above referenced property or am authorized to act on behalf of the owner; that the information contained herein is true and correct to the best of my knowledge; and that I am in compliance with all registration requirements set forth in *Takoma Park Code Chapter 6.38 - Vacant Property Registration*. I understand that in the event the property is no longer vacant or the information contained herein becomes invalid, I am required by law to submit a new registration form containing valid, current information to the City of Takoma Park within 15 days of the change. (*Takoma Park Code Chapter 6.38.090(A)*)

Signature

Name (Print)

Date