

## VACANT PROPERTY/BUILDING FORECLOSURE REQUEST FOR AN EXEMPTION FORM

All vacant properties/buildings must register with the City of Wickliffe Building Department Vacant Building Registration Ordinance - Section 1175 of the City of Wickliffe Codified Ordinances. An exemption can only be granted by the Building Department upon receiving a **COMPLETED** exemption form. Requests for an exemption must be received within 15 calendar days of receiving notification to register. Below please identify, for each property, the exemptions (e.g. a copy of lease if it is not vacant, listing agreement with the State of Ohio licensed real estate broker/firm if it is on the market for sale)

You will be notified within 15 days whether or not your exemption has been granted. If it is not approved, you will be required to register within 30 days of notification.

- The building is under active construction/renovation and has a valid building permit(s). The applicant understands that at the time of initial inspection, they will be exempt from registration until the expiration of the longest running, currently active building permit. Documentation required.
- The building suffered fire damage or damage caused by extreme weather conditions. The applicant understands that they will be exempt from the registration requirement for a period of 90 days after the date of the fire or extreme weather event. The applicant further understands that they must provide a written request for exemption to include:
  1. The names and addresses of the owner or owners,
  2. Contact information for their insurance company, and
  3. A statement of intent to repair and reoccupy the building in an expedient manner, or the intent to demolish the building. If the applicant intends to repair or demolish the structure, a plan must be submitted in accordance with Section 1109 Permits and fees, of the City of Wickliffe Codified Ordinances.
- The building is for sale and is listed with a licensed State of Ohio Realty. The applicant understands that the property identified will be exempted for a period of twelve (12) months from the start of vacancy. Documentation required.
- Any owner of a vacant building may request an exemption for other reasons (i.e., actively marketing as a rental) from the provisions of this Chapter 1175 by filing a written application with the Building Commissioner. The applicant understands that the Building Commissioner shall consider the following:
  1. The applicant's prior record as it pertains to the Building Code or Property Maintenance Code violations,
  2. The amount of vacant property the applicant currently has within the City, and
  3. The length of time that the building for which the exception is sought has been vacant. Documentation required.



## VACANT PROPERTY/BUILDING REGISTRATION FORM

All vacant properties/buildings must register with the City of Wickliffe Building Department in accordance with the Vacant Buildings Registration Ordinance Section 1175 of the City of Wickliffe Codified Ordinances. Please complete this form for each vacant property address. Temporary exemptions for disaster-affected properties, structures actively under construction, properties listed with a licensed realtor in the State of Ohio, or a vacant property that is being marketed for rent may be approved upon **written request**.

### SECTION I. ADDRESS/ES OF VACANT PROPERTY/BUILDING (Required)

Street Address/es \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SECTION II. PROPERTY OWNER INFORMATION (Required)

**No P.O. Boxes permitted; must provide a building address.**

If Individual Owner or Designated Agent, please complete the following:

Property Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Designated Agent or Contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

If Partnership, Corporation, Trust or Other, please complete the following:

Please use the supplemental form to list each additional partner, officer, or trustee.

Tax ID Number of Partnership or Corporation: \_\_\_\_\_

Name of Partnership or Corporation: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Designated Agent or Contact Person: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address/es of Vacant Property/Building Exemption is being Requested:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Property Owner Information (Required)

P.O. Boxes are prohibited, must supply building address.

If Individual Owner or Designated Agent, please complete the following:

Property Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Designated Agent or Contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Additional Information as Requested: (attach if necessary)

\_\_\_\_\_  
\_\_\_\_\_

I, hereby acknowledge that the information provided above is complete and accurate. I have read and understand Ordinance No. 2012-37 for owning a vacant property in the City of Wickliffe and agree to comply with these requirements. In accordance with the Ordinance, I agree to notify any future owner of this vacant building registration.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and duly worn before me according to the law by the above-named applicant this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the City of \_\_\_\_\_ State of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**SECTION III. VACANT BUILDING PLAN (Required)**

I hereby submit a plan (Please Check):                      Demolition                      Secure Vacancy                      Rehabilitation

**SECTION IV. PROOF OF INSURANCE (Required)**

If submitting a plan of demolition, please also provide proof of holding in escrow with the City of Wickliffe, the amount of \$10,000, for a residential property of \$75,000 for a commercial property. Escrow funds will be released upon completion of the submitted plan. Use additional paper to outline further details pertaining to your plan.

Escrow for Demolition:                      Yes                      No

**SECTION V. FEES (Required)**

Please make sure checks payable to City of Wickliffe: The vacant property registration payment included with this form pertains to the current year of vacancy and is (Please Check):

Residential:	\$200.00 - 1st yr.	\$400.00 - 2nd yr.	\$800.00 - 3rd yr.	\$1,600.00 - 4th yr.	\$3,200.00 - 5th yr. or later
Commercial:	\$400.00 - 1st yr.	\$800.00 - 2nd yr.	\$1,600.00 - 3rd yr.	\$3,200.00 - 4th yr.	\$6,400.00 - 5th yr. or later

I, hereby request to register the vacant property/building listed above and acknowledge that the information above is complete and accurate. I have read and understand Ordinance No. 2012-37 for owning a vacant property in the City of Wickliffe and agree to comply with these requirements. In accordance with this Ordinance, I agree to notify any future owner of this vacant building registration.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and duly worn before me according to the law by the above-named applicant this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the City of \_\_\_\_\_ State of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public