



VACANT BUILDING REGISTRATION

Housing Department
City of University Heights

Date: _____

Address: _____

Permanent Parcel Number (PPN): _____

CIRCLE Type of Use: **Single family** **Two family**
 Three Family **Commercial**

PROPERTY OWNER

(Please **PRINT** name): _____

Address (No P.O. Boxes): _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail Address: _____

PROPERTY MANAGER IN CUYAHOGA COUNTY, OHIO (REQUIRED FOR AN OUT-OF-STATE PROPERTY OWNER OR ANY CORPORATE OR ENTITY PROPERTY OWNER)

(Please **PRINT** name): _____

Address (No P.O. Boxes): _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail Address: _____

I declare under penalties for perjury that this application has been examined by me and is true, correct and complete. I also agree to notify the Housing Department in writing of any changes in vacancy. I understand that this registration shall remain valid for twelve (12) months from the date of issuance. The owner, agent, or party in control shall renew this registration as long as the property remains vacant. The annual fee for registering a vacant building shall be \$200.00.

I understand that the City wishes to conduct an **INSPECTION** of the interior and exterior of the property and such inspections should be obtained upon submission of this application. I further understand that such inspections require my consent, and that if I refuse to consent to such inspections, the City has the right to establish probable cause and seek an administrative warrant from a court of competent jurisdiction to conduct its inspections.

****PLEASE COMPLETE OTHER SIDE OF FORM****

I understand and agree that it is my responsibility as owner/agent of this property to contact the Housing Department regarding inspections and/or to schedule the inspection after the Housing Department receives my application and fee.

Further, I acknowledge that in accordance with Section 1475.99 of the Codified Ordinances of the City of University Heights, that whoever fails to file a complete copy of a foreclosure/vacant registration with the City as required by Chapter 1475 shall be deemed guilty of a misdemeanor of the fourth degree.

I agree to abide by the rules and regulations set forth by the City of University Heights governing vacant buildings and properties.

Signature of Property Owner/Agent

Date

Print Name

Mailing Address: Housing Department
City of University Heights
2300 Warrensville Center Road
University Heights, Ohio 44118

Phone #: (216) 932-7800

Fax #: (216) 932-5239

For Office Use Only

Amt. Paid: _____ Receipt Number: _____ By: _____

RP: _____ Inspector: _____ Inspection Date & Time: _____

RESPONSIBILITIES OF THE OWNER OF A VACANT BUILDING

The owner, lessee, or party in control of any vacant building, or a party that has filed and is currently maintaining an open foreclosure action regarding a vacant building shall maintain the vacant building in compliance with City codes, with particular attention to the following:

1. Grass and weeds shall be kept at a height of no more than eight inches. Shrubbery must be kept trimmed and neat and kept from encroaching on or touching the building.
2. All building exteriors shall have adequate weather-tight protection, including paint, siding, and to similar finishes maintained in good condition.
3. All buildings and grounds must be secured against trespassers and rodents. This includes maintaining all exterior doors, windows and yard fencing in a good and secured condition. No boards, plywood or similar means or materials may be used to secure windows and doors. Doors, and/or window units equipped with locking hardware. Property must be properly winterized.
4. Roofs on all buildings shall be in good, weather tight condition with no leakage.
5. Any accumulated trash or debris must be removed from the property immediately.
6. Graffiti, tagging or similar markings must be immediately removed or painted over with an exterior grade paint that matches the exterior color of the structure.
7. Pools and spas shall be drained and kept dry. Properties with pools and spas must comply with the minimum security fencing requirements of the City.
8. Property shall be maintained free of nuisance conditions.
9. Compliance with this section does not relieve the owner or agent in control of the property of any obligations set forth in any covenants, conditions, restrictions, homeowners' association rules and regulations and/or codified ordinances or building codes which may apply to the property.