

Village of Sebring

135 East Ohio Avenue
Sebring, Ohio 44672
Phone: (330) 938-9340
Fax: (330) 938-6834

Vacant and/or Foreclosed Property Registration

(A separate registration form & fee is required per Property)
Submit registrations to 135 East Ohio Ave. Sebring, Ohio 44672.
Checks payable to: Village of Sebring

☐ NEW ☐ AMENDED ☐ RENEWAL
☐ Vacant ☐ Foreclosed (\$10,000 cash bond required)

1. Property Information

☐ Residential (\$100) ☐ Commercial (\$250) ☐ Industrial (\$250)

Property Address: _____ Number of Units: _____

Description of Property: _____ Parcel No: _____

2. Local Property Management Information:

Local Individual or Local Property Management Co.: _____

Contact Name: _____ Phone No.: _____

Address: (No P.O. BOX): _____

City: _____ State: _____ Zip Code: _____

24 Hour Contact Telephone or Cell Phone No.: _____

Use above contact for registration inspection? ☐ Yes ☐ No (If no, provide name and phone no. below.)

Name: _____ Phone No.: _____

3. Owner/Agent Information:

Property Owner ☐ or Foreclosing Institution ☐ _____

Contact Name: _____ Phone No.: _____

Address (No P.O. BOX): _____

City: _____ State: _____ Zip Code: _____

4. Condition/Status of Building:

A. Building:

☐ Utilities Shut Off
☐ Gas Date: _____
☐ Electric Date: _____
☐ Water Date: _____
☐ Winterized Date: _____
☐ Secured Date: _____

Note: Building must be secured according to Rules and Regulations

B. Property:

☐ In Foreclosure, Case No.: _____

☐ In Bankruptcy, Case No.: _____

In accordance with the Village of Sebring's "Vacant and/or Foreclosed Property Registry" Ordinance, by signing below you:

- **Certify** that the information provided above is accurate, and **Agree** to notify the Village of any updates.
- **Agree** to pay the appropriate fee(s) at the time of registration/renewal, **Agree** the registration shall remain valid until December 31st of this calendar year. The registration will be required to be renewed and appropriate registration fee(s) be paid annually by January 31st of each year as long as the structure remains vacant. 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 Property Registration Department or their designee.
- **Agree** to pay the \$10,000 cash bond, in addition to the annual registration fee, if a foreclosure action has been filed on the property.
- **Certify** that the property has been inspected by the Owner/Agent at the time of filing this Property Registration. And the following conditions have been met: property (including all accessory structures) is secure, property (including interior of all structures) is free from all trash & debris, property is mowed & maintained, property address is clearly visible and no junk vehicles are parked on the premises
- If the property is vacant, **Agree** to maintain a *local* individual or *local* property management company responsible for securing and maintaining the property. *Note that local means within thirty (30) driving miles of the property.*
- **Agree** to post the reflective registration sticker provided by the Village of Sebring, 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 relevant Village of Sebring codes.
- **Agree** that once registered, the property will be subject to regular exterior inspections by the Property Registration Department or their designee.
- **Agree** that adherence to this ordinance does not relieve the owner of any applicable obligations set forth in the Village ordinances or regulations, Covenant Conditions and Restrictions, and/or Home Owners Association rules and regulations.

Applicant Signature _____ Date: _____

Print Applicant Name: _____

Property Registration Department: _____ Date: _____

*** DO NOT MARK BELOW THIS LINE ***

Date Received: _____ Amount Paid: _____ Received By: _____

Paid By: ☐ Cash ☐ Check Check Number: _____