



Vacant Property Registration Form

(Attach additional sheets if necessary)

Registration Date: _____	
Vacant Building Address: _____ Assessor's APN No: _____	
Owner(s):	Full Name (PRINT): _____ Company Name: _____ Street Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Email Address: _____
Lien Holder(s) or Others with Legal Interest in the Property:	Full Name (PRINT): _____ Company Name: _____ Street Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Email Address: _____
Name of Maintenance Company or Property Manager: <i>Can be a Realtor, leasing agent, management company or other party with direct or indirect control or authority over the building.</i>	Full Name (PRINT): _____ Company Name: _____ Street Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Email Address: _____ Relationship to Owner/Lien Holder: _____
Date building became vacant: _____	
<i>Acknowledgement of Responsibility: The undersigned owner/agent: 1) certify that the information herein is complete and accurate; 2) assumes responsibility for maintaining and securing the subject building in conformity with the City of Richmond Municipal Code Section (RMC) 6.38 and other applicable codes; and 3) acknowledges the responsibility to notes the city in writing within 30 days of any changes to information contained in this registration form.</i>	
Owner or Agent: _____ <i>(Please Print Name)</i>	Signature: _____

Owner Self Inspection Checklist

Vacant Building Address: _____ Assessor's APN No.: _____

- | | | |
|--------------------------|---|---------------------|
| <input type="checkbox"/> | Property is actively listed for sale
Listing agent and phone number: _____ | Listing Date: _____ |
| <input type="checkbox"/> | Property sale is pending | Closing Date: _____ |
| <input type="checkbox"/> | Building is being renovated. Completion Date: _____ | |
| <input type="checkbox"/> | All required permits have been issued. Permit(s) No. _____; or | |
| <input type="checkbox"/> | Applications for all required permits will be submitted by: _____ | |
| <input type="checkbox"/> | Code Compliance inspection performed on: _____ Compliance Date: _____ | |
| <input type="checkbox"/> | Seller to make repairs prior to closing; or | |
| <input type="checkbox"/> | Buyer to assume responsibility for repairs.
Provide Buyer's name _____; or | |
| <input type="checkbox"/> | Not sure at this time which party will assume responsibility for repairs | |
| | Date by which property is to be occupied: _____ | |

- Owner/responsible party attests that the following steps have been or will be taken. **For any boxes left unchecked, you must provide a date by which the item will be completed.**
- The building is secured against unauthorized entry by persons or pests in accordance standards of RMC 6.38.090 and 6.38.100
 - The interior and exterior of the building or structure have been cleaned of all trash, junk, garbage, debris, and solid waste, and personal possessions (RMC 6.38.100 (b) (3))
 - All utility services to the building or structure have been terminated by removal of the meters and termination of electric power at the pole (RMC 6.38.100 (b) (1)).
 - The sewer has been capped to prevent the accumulation of methane gas in the building or structure (RMC 6.38.100 (b) (2)).
 - Water services is off
- Owner/responsible party affirms that the subject property shall be maintained in compliance with all applicable property maintenance regulations and city codes including, but not limited to the following:
- | | | |
|----------------------|-----------------------------------|-----------------|
| Nuisances | Overgrown grass, weeds and bushes | Animals |
| Exterior maintenance | Motor vehicles | Abandoned pools |
| Dead/hazardous trees | Garbage and refuse | |
| Fence maintenance | Graffiti | |

Signatures

Owner/Responsible Party: _____ Date: _____

City Review/Approval by: _____ Date: _____