

VACANT PROPERTY REGISTRATION FORM

Welcome to the City of Hamilton's Annual Residential, Commercial, & Industrial Vacant Property Registration Program, in accordance with Chapter 1507 of the City of Hamilton's Codified Ordinances. This legislation was created to protect Hamilton neighborhoods from health and safety hazards through the lack of adequate maintenance and security of vacant buildings, the program is administered by the Hamilton Fire Department.

Forms, documents, and additional information about Hamilton's Vacant Property Registration Program can be found at <https://www.hamilton-oh.gov/vacant-property-registration>

STEPS TO REGISTER

- Fill out the registration form
- Submit a vacant property plan
- Submit annual fee
- Schedule an on-site inspection

(OR) REQUEST EXEMPTION

- Fill out exemption request form

ANNUAL FEE SCHEDULE

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
RESIDENTIAL	\$200	\$400	\$800	\$1,600	\$3,200
COMMERCIAL	\$400	\$800	\$1,600	\$3,200	\$6,400

Make your payment online at
<https://www.hamilton-oh.gov/vacant-property-registration>



Or make checks payable to:
Hamilton Fire Department
77 Pershing Avenue
Hamilton, Ohio 45011



VACANT PROPERTY REGISTRATION FORM

To register your vacant property with the Hamilton Fire Department you must 1) complete the registration form below; 2) submit a vacant property plan; 3) submit your annual registration fee.

VACANT PROPERTY

Address: _____

Residential Commercial Parcel Number(s): _____

Apartment or Unit Numbers: _____

PROPERTY OWNER INFORMATION

No PO Boxes Permitted

Owner's Name: _____

Owner's Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Emergency Phone: _____ Date of Birth: _____

Social Security/Tax ID #: _____ Email Address: _____

Type of Ownership: Sole Proprietorship Partnership Corporation Trust Other

Statutory Agent of Corporation or Partnership: _____

If owner is a partnership, corporation, or trust, complete the following for one partner, officer, or trustee:

Name & Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Emergency Phone: _____ Date of Birth: _____

Social Security/Tax ID #: _____ Email Address: _____

AUTHORIZED AGENT

The authorized agent must be a resident of Butler County or a contiguous county who is authorized in writing by the owner to be responsible for the security and maintenance of the building and property, and has access at all times.

Name & Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Emergency Phone: _____ Date of Birth: _____

Social Security/Tax ID #: _____ Email Address: _____



VACANT PROPERTY REGISTRATION FORM

LIEN HOLDERS OR OTHERS WITH LEGAL INTEREST

Name & Title: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Emergency Phone: _____ Date of Birth: _____
Social Security/Tax ID #: _____ Email Address: _____

LIST OF ADDITIONALLY OWNED PROPERTY(S)

List all additionally owned property(s) within the City of Hamilton, including the address, and name or LLC's that they are registered under. Use additional attachments if necessary.

Property Address #1: _____
Property Owner/LLC: _____
Property Address #2: _____
Property Owner/LLC: _____
Property Address #3: _____
Property Owner/LLC: _____
Property Address #4: _____
Property Owner/LLC: _____
Property Address #5: _____
Property Owner/LLC: _____

ACKNOWLEDGEMENT OF RESPONSIBILITY

It is the joint responsibility of the Owner and/or Authorized Agent to ensure the information provided is complete and accurate. Failure to comply is a misdemeanor offense. The City of Hamilton's Vacant Residential, Commercial, and Industrial Property Ordinance requires the Owner and/or Authorized Agent to meet all city codes and conditions of the approved vacant property plan.

Applicant Name: _____
Signature: _____ Date: _____