



Vacant Property Registration & Renewal Form

Reference _____

(Attach additional sheets if necessary)

The purpose of the City of Richmond Vacant Property Registration Program is to help protect the health, safety and welfare of our citizens by preventing blight, protecting property values and ensuring the safe and sanitary maintenance of residential and commercial buildings.

- A building or structure that is not occupied is considered vacant.
- Property must be registered within 10 days after the building has been vacant for 30 consecutive days.
- Registration fee is \$166 annually, payable to “City of Richmond.”
- Vacant property will be monitored to ensure compliance with property maintenance and safety requirements.

<input type="checkbox"/> New Registration	<input type="checkbox"/> Revised Information	Today's date _____
<input type="checkbox"/> Renewal	<input type="checkbox"/> Removal	

PROPERTY INFORMATION	
Address _____	Parcel ID # _____
Type of Property: <input type="checkbox"/> Single-Family <input type="checkbox"/> Duplex/Triplex <input type="checkbox"/> Multi-Family/Apt. <input type="checkbox"/> Commercial	
Date building became vacant _____	

PROPERTY OWNER	
Name (PRINT) _____	
Company Name _____	
Address _____	
City _____	State _____ Zip _____
Phone Number _____	Cell Number _____
E-Mail Address _____	Fax _____

LIEN HOLDER(S) OR OTHERS WITH LEGAL INTEREST IN THE PROPERTY	
Name (PRINT) _____	
Company Name _____	
Address _____	
City _____	State _____ Zip _____
Phone Number _____	Cell Number _____
E-Mail Address _____	Fax _____

MAINTENANCE COMPANY OR PROPERTY MANAGER

Name (PRINT) _____
Company Name _____
Address _____
City _____ State _____ Zip _____
Phone Number _____ Cell Number _____
E-Mail Address _____ Fax _____

Emergency Contact 24-hour contact number _____
Full Name _____ Phone Number _____

Acknowledgement of Responsibility: *The undersigned owner/agent; 1) certifies 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 notify the city in writing within 30 days of any changes to information contained in this registration form. I understand that providing incorrect information or failure to register, amend, and/or renew registration for a vacant residential building constitutes a failure to comply with the provisions of the Vacant Property Registration of the Richmond Municipal Code; and thereby, penalties may be imposed.*

Owner or Agent: _____
(Please Print Name)

Signature: _____ Date: _____

OFFICE USE ONLY:		
Date Received:	Received By:	How Paid?
Registration Complete <input type="checkbox"/> Yes <input type="checkbox"/> No	Case # _____	Check _____ <input type="checkbox"/> Money Order _____ <input type="checkbox"/> Credit/Debit Card _____ <input type="checkbox"/> Cash _____ <input type="checkbox"/>
Comments:		

Owner Self Inspection Checklist

Vacant Building Address: _____ **Assessor's APN:** _____

**VACANT
BUILDING PLAN**

Property is actively listed for sale Listing Date: _____
Listing agent and phone number: _____

- Property sale is pending.
- Seller to make repairs prior to closing; or
- Buyer to assume responsibility for repairs.
Provide Buyer's name _____; or
- Not sure at this time which party will assume responsibility for repairs.

The building is to be demolished. Demolition Date: _____

Last interior and exterior inspection conducted Date: _____

Owners/responsible party attest that 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

Owners/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	

SIGNATURE

Owner/Responsible Party: _____ Date: _____
City Review/Approval by: _____ Date: _____