

VACANT PROPERTY REGISTRATION

1. Log In

Go to: <https://ims.ci.richmond.ca.us/ims/Account/Login>

If you do not have an IMS account, select Register to create a new user profile.

➡ Please Log In

City of Richmond

For Instructional "How-to" Help click here [IMS Help](#)

If registered, enter your email and password, or [register as a new user](#) with the link below.

Email

Password

Stay Logged In No thanks

[Log in](#)

[Register as a New User](#)

[Forgot Password?](#)

[Continue as Guest](#)

[Staff Sign In with Microsoft Entra \(formerly Azure AD\)](#)

2. Start a New Submission

From the main menu, select 'Create a Code Case or WO'.

Welcome to the
City of Richmond, CA

Online Services and Permitting System

Issue, Application and Payment Portal

This site allows community members (IMSUsers) and contractors (IMSPros) to submit applications, issues or complaints, view the status of applications and pay outstanding fees.

Locations	Code, Issues & WO	Planning / Zoning	Permits
<ul style="list-style-type: none">Map powered by esriAdd Location Add a Parcel, Address, Building or Fire Hazard Severity Zones (FHSZ) Not currently in the system.Search Property InformationProperty Reports	<ul style="list-style-type: none">Create a Code Case or WO Create a case or work order that captures pertinent information on an inquiry or issue.Search Complaints & CasesCode, Issues, & WO Reports	<ul style="list-style-type: none">Search ProjectsClick here to search Planning Entitlements and ProjectsProject Reports	<ul style="list-style-type: none">Create PermitBuilding, Fire Approvals, Solar, Cannabis, Tobacco, Encroachment, Transportation, Discharge Permits Building permits are required before you construct, erect, enlarge, alter, move, repair, improve, convert, or demolish any building or structure. Exemptions to this are listed on the Work Exempt from Permits handout.Search Permits To search permit records CLICK HEREPermit Reports

3. Select the Correct Form

Under Entry Type, choose 'Vacant Property Registration Form'.
Under Issue Subtype, select 'Annual Registration'.

Public Works
Staff Only
Submit a case to Public Works

Rent Control
Staff Only
Submit a case to Rent Control

Stormwater
Staff Only
Submit a case to Stormwater

Traffic Calming

Staff: If receiving a public request, input initial request here. This application is available to the public

Vacant Property Registration Form
Richmond Municipal Code section 6.38 and 2.62.040 establishes regulations related to the Maintenance and Monitoring of Vacant Dwellings or Buildings. According to the Richmond Municipal Code, vacant properties must be registered with the Code Enforcement Division within 30 days of becoming vacant.

Home

+ Issue Subtype ⓘ

← Vacant Property Registration Form

6%

Please select one

Annual Registration

Removal

Revised Information

Discard

4. Enter Property Information

Enter the address or parcel number. Submit a separate form for each vacant property.

(Optional) Add a description.

Issue Address

[Vacant Property Registration Form | Annual Registration](#)

10%

Please enter the location this is affiliated with.

 Use Map

Most accurate on a GPS-enabled device

450 civic

To search effectively, start with the street number and first letter of the street name. Example: 515210001 | 403-450 CIVIC CENTER PLZ # 450 | Parcel # 123456789. If the address contains a cardinal direction, one of the four main compass points: north (N), south (S), east (E), and west (W), enter the direction and the street name.

 Discard

 Next

Add Description

[Vacant Property Registration Form | Annual Registration](#)

20%

Please describe the suspected violation 

Description

 Discard

 Undo

 Next

5. Complete the Required Pages

Fill out the Entry Details and Contacts sections.

Entry Details

Vacant Property Registration Form | Annual Registration

3%

Please enter details below

Property Information

Type of Property: --- SELECT ONE ---

Date Building Became Vacant: mm/dd/yyyy

Owner Self Inspection

Property Actively Listed for Sale: No

Property Sale Is Pending: No

Seller Repairs: No
Seller to Make Repairs Prior to close

Buyer Repairs: No
Buyer to Assume Responsibility for Repairs

Repairs Unknown: No
Not sure at this time which party will assume responsibility for repairs

Building to be demolished: No

Last Interior & Exterior Inspection: mm/dd/yyyy

Please Read Below
Owner/responsible party attest the following steps below and the dates they were completed. For any items not yet completed, you must provide a date by which the item will be completed.

Building Secured: mm/dd/yyyy
The building is secured against unauthorized entry by persons or pests in accordance standards of RMC 6.38.090 and 6.38.100

Building Cleaned: mm/dd/yyyy
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)(1))

Utilities Disconnected/Removed: mm/dd/yyyy
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))

Sewer Capped: mm/dd/yyyy
The sewer has been capped to prevent the accumulation of methane gas in the building or structure (RMS 6.38.100 (b)(2))

Water Services Is Off: mm/dd/yyyy

Property to be Maintained: --- SELECT ONE ---
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
Exterior Maintenance
Dead/hazardous trees
Fence Maintenance
Overgrown grass, weed and bushes
Motor vehicles
Garbage and refuse
Graffiti
Animals
Abandoned Pools

Discard Undo Next

Contacts

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Please complete any available contacts.
Use the "Me" pencil icon to copy your information.

Complainant	Lien Holder
Full Name	Full Name
Street Address	Street Address
Unit	Unit
City	City
State	State
Zip	Zip
Mobile Number	Mobile Number
Email Address	Email Address
Alt Phone Number	Alt Phone Number

6. Upload Supporting Documents

Attach any supplemental files (optional).

Upload Photos or Documents

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Please upload any supporting photos or documents

Choose Files No file chosen
Drag and Drop in Some Browsers

Folder Name: Uploads

File Security: Linked Accounts

File Limitations
Size limited to: 10000 MB
Accepted Formats: .JPG, .JPEG, .TIFF, .TIF, .BMP, .PNG, .PDF, .MOV, .DOC, .DOCX, .XLS, .XLSX, .MAA, .ZIP

Discard Skip Next

7. Acknowledgement & Responsibility

Review and accept the acknowledgement statement.

ACKNOWLEDGEMENT & RESPONSIBILITY

Vacant Property Registration Form | Annual Registration

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The applicant Owner/Agent 1) Certified that the information herein is complete and accurate; 2) assumes responsibility for maintaining and securing 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 accept 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.

Discard I Accept

8. Final Review

Confirm information and click 'Add to Cart'.

Summary

Vacant Property Registration Form | Annual Registration

Please verify all information is correct and click SUBMIT at the bottom of the page

Basic Information Location 403-450 CIVIC CENTER PLZ # 450 RICHMOND, CA 94804 515210001 Description	Linked Records	\$ Charges Total Charges \$239.00 Balance Due \$239.00 Add To Cart
Contacts Complainant Lien Holder Officer Nikasha Maharaj Other(s) with Legal Inte... Property Manger/Maint... Property Owner RICHMOND CITY OF	Reviews	Violations
Files	Entry Details * Please Read Below Building Cleaned Building Secured Building to be demolished No Buyer Repairs No Date Building Became Va... Last Interior & Exterior I... Property Actively Listed ... No More	Notes
Accepted Disclaimers ACKNOWLEDGEMENT & RESPO... 11/20/2025	Flags	Email Log

[Discard](#) [Add To Cart](#)

9. Payment

Proceed to Add to Cart and Pay to complete the registration.

🛒 Check Out



Pending Vacant Property Registration Form (403-450 CIVIC CENTER PLZ # 450)

Vacant Property Registration * \$239.00

Total	Pay Select Reader	\$239.00
	Click to Pay	

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