



DEPARTMENTS OF BUILDING & CODES

VACANT PROPERTY REGISTRATION

PROPERTY TYPE

- RESIDENTIAL** Single Family Duplex Triplex Quadplex
 COMMERCIAL Single Unit Multi-Unit Other _____
 INDUSTRIAL

PROPERTY INFORMATION

STREET ADDRESS _____ TAX MAP NUMBER _____ DATE OF VACANCY _____

Utilities Connections Electricity YES NO Water/Sewer YES NO GAS YES NO

OWNER INFORMATION

OWNER NAME _____ CONTACT NUMBER _____

COMPLETE PHYSICAL ADDRESS (STREET, CITY, STATE ZIP) _____ Are there Leinholders YES NO
Is there a Mgmt Co YES NO

LEINHOLDER & MANAGEMENT CO

Leinholder Management Co Other Legal Interest Explain: _____

Company Name _____ Contact Name _____ Phone Number _____

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Company Name _____ Contact Name _____ Phone Number _____

PROPERTY PLAN

- Property plan is included (*form vpp2201*)
 I will submit a Property Plan within 30 days of this application

Planned Action for Property

Sell _____ Listing Date _____ Real State Company/Agent Name

Renovate _____ Start Date _____ Completion Date

Make Ready to Rent _____ Start Date _____ Completion Date

Demolish/Remove _____ Removal Date

Applicant (Printed Name) _____ Signature / Date _____

FOR OFFICE USE ONLY

Open Violations YES NO Districts Received

Code YES NO Zoning _____ Date _____

Nuisance YES NO Historic _____ Name _____

Property Plan APPROVED DENIED Fee Due \$ _____

Reviewing Manager _____ Date Paid _____