



Bradley D. Sellers  
Mayor

# City of Warrensville Heights

Building Department  
19700 Miles Road  
Warrensville Heights, Ohio 44128  
(216) 587-1230  
Fax (216) 587-1257

Melvin Lester  
Building Commissioner

Ted Sims  
Chief Housing Inspector

## VACANT BUILDING REGISTRATION FORM

Dear Property Owner;

Pursuant to Section 1352 of the City of Warrensville Heights Codified Ordinances, any building that has become vacant must register with the Building Department within 30 days after it becomes vacant and each year thereafter. Please complete this form, enclose a check or money order for \$50.00 made payable to the City of Warrensville Heights, Building Department and mail to: **4567 Green Road, Warrensville Heights, Ohio 44128. DO NOT MAIL CASH.** Please feel free to call Ariane Kirkpatrick at (216) 587-1230 with any questions you may have.

Please fill out the information requested in the following sections. Any changes to the information contained on this form shall be reported to the Building Department within 20 days of such changes.

### SECTION I-BUILDING INFORMATION

A. Correct Address \_\_\_\_\_

B. Permanent Real Estate Index Number (as printed on your real estate tax bill) \_\_\_\_\_

C. Primary Use of Building?

- Residential  
 Commercial

D. Number of Units within Building? \_\_\_\_\_

### SECTION II-OWNERSHIP INFORMATION

A. Please list the name, address and phone number of the **owner**. If there are multiple owners, please attach additional sheets.

Name. \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

B. The ordinance requires that if the property is held in a land trust, the **beneficiary** of the trust must be disclosed.

Name. \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

C. Please list any **agent** designated for receiving notices or service of process. Such person must maintain an office or actually reside in Cook County, IL. An owner who satisfies this criteria may designate himself or herself as agent.

Name. \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

D. The ordinance imposes obligations and liabilities on any **mortgage company** with an interest in the property. Please list any mortgage companies. If there are multiple companies, please attach additional sheets.

Name. \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Account # \_\_\_\_\_

### SECTION III-CONDITION/STATUS OF BUILDING

A. Is building

- Enclosed
- Secured

**Note: Building must be secured according to the Rules and Regulations**

B. Has a sign been posted on the building listing owner/agents name, address and phone.

### SECTION IV-INSURANCE

Section 1352 requires that liability insurance shall be maintained in an amount no less than \$300,000 for residential buildings and not less than \$1,000,000 for non-residential buildings. Please attach evidence of insurance.

### SECTION V-CERTIFICATION

**NOTE: Failure to provide suitable evidence of adequate insurance or submittal of an incomplete or inaccurate form shall be deemed *NOT* to satisfy the requirements of Section 1352 and will subject owners to fines of \$200-\$1,000 per day, per violation.**

I hereby certify that I have examined this Vacant Building Registration Form and that, to the best of my knowledge and belief, it is true, accurate and complete.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name