



Bradley D. Sellers  
Mayor

# City of Warrensville Heights

**Building Department**  
4567 Green Road  
Warrensville Heights, Ohio 44128  
(216) 587-1230  
Fax (216) 587-1257

Melvin Lester  
Building Commissioner

Ted Sims  
Chief of Housing

## VACANT BUILDING REGISTRATION FORM

Dear Property Owner;

Pursuant to Section 1352 of the City of Warrensville Heights Building Department, 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 \$100.00 made payable to the City of Warrensville Heights, Building Department and mail to: **19700 Miles Road, Warrensville Heights, Ohio 44128. DO NOT MAIL CASH.**

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 of \_\_\_\_\_

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 With-in Building? \_\_\_\_\_

### SECTION II-OWNERSHIP INFORMATION

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

Name \_\_\_\_\_ Last four digits of SS# \_\_\_\_\_

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 \_\_\_\_\_ Last four digits of SS#: \_\_\_\_\_

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 Cuyahoga County, OH. An owner who satisfies these criteria may designate himself or herself as agent.

Name \_\_\_\_\_ Last four digits of SS# \_\_\_\_\_

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