

FORECLOSED PROPERTY/BUILDING REGISTRATION FORM

All FORECLOSED properties/buildings must register with the City of Wickliffe Building department in accordance with the Foreclosed Buildings Registration Ordinance Section 1171 of the City of Wickliffe Codified Ordinances. Please complete this form for each vacant property address. Temporary exemptions for disaster-affected properties, structures actively under construction, properties listed with a licensed realtor in the State of Ohio, or a **Foreclosed property** that is being marketed for rent may be approved upon written request.

Section I. Address/es of **FORECLOSED** Property/Building (Required)

Street Address/es: _____

Section II. Property Owner Information (Required) (No P.O.Boxes permitted; must provide a building address)

If Individual Owner or Designated Agent, please complete the following:

Property Owners Name: _____

Owner's Address: _____

City/State/Zip _____ Telephone No. _____

Designated Agent or Contact: _____ Telephone No. _____

Address/City/State/Zip: _____

Email Address: _____ Fax No. _____

If Partnership, Corporation, Trust or Other, please complete the following: Please use the supplemental form to list each additional partner, officer, or trustee)

Tax ID Number of Partnership or Corp. _____

Name of Partnership or Corporation: _____

Contact Person: _____ Title: _____

Designated Agent or Contact Person: _____

Address/City/State/Zip: _____

Telephone No. _____ Fax No. _____ Email: _____

Address/es of FORECLOSED Property/Building Exemption is being Requested:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Property Owner Information (Required) P.O.Boxes are prohibited, must supply bldg.. address

If individual Owner or Designated Agent, please complete the following:

Property Owners Name: _____

Owner's Address: _____ City _____

State: _____ Zip: _____ Phone No. _____

Designated Agent or Contact Person: _____

Address: _____ City _____

State: _____ Zip: _____ Phone No. _____

Additional Information as Requested: (attach if necessary)

I hereby acknowledge that the information provided above is complete and accurate. I have read and understand Ordinance No. 2011-38 for owning a vacant property in the City of Wickliffe and agree to comply with these requirements. In accordance with the Ordinance I agree to notify any future owner of this **FORECLOSED building registration**.

Applicants Signature: _____ Date: _____

.....

Subscribed and duly sworn before me according to the law by the above-named applicant this _____ day of _____, 20____, in the City of _____ State of _____

Notary Public

Section III: FORECLOSED Building Plan (Required)

I hereby submit a plan (Please Circle): Demolition I Secure Vacancy I Rehabilitation:

Section IV: Proof of Insurance (Required)

If submitting a plan of demolition, please also provide proof of holding in escrow with the City of Wickliffe, the amount of \$10,000, for a residential property or \$75,000 for a commercial property. Escrow funds will be released upon completion of the submitted plan. Use additional paper to outline further details pertaining to your plan.

Escrow for Demolition: Yes No

1171.02 Filing Fee \$200.00 (must be paid to City of Wickliffe at the time the notice is filed.

1171.99 Penalty – Whoever fails to comply shall be deemed guilty of a misdemeanor of the first degree. Penalty fee assessed is \$1000.00.

Filing Fee - \$200

Penalty Fee - \$1000.00

Please make sure checks payable to City of Wickliffe: The FORECLOSED property registration payment included with this form pertains to the current year of foreclosure.

I, hereby request to register this foreclosed property/building listed above and acknowledge that the information above is complete and accurate. I have read and understand Ordinance No. 2011-38 for owning a **FORECLOSED** property in the City o Wickliffe and agree to comply with these requirements. In accordance with this Ordinance, I agree to notify any future owner of this vacant building registration.

_____ Applicant’s Signature: Date: _____

.....
Subscribed and duly sworn before me according to the law, by the above named applicant this day _____-in the City of _____

Notary Signature: _____

**CHAPTER 1171
Notice of Foreclosure and Registration
of Vacant Structures and Buildings**

- 1171.01 Application.**
- 1171.02 Notice of foreclosure filing; fee.**
- 1171.03 Person responsible for maintenance.**
- 1171.99 Penalty.**

CROSS REFERENCES

- Residential Maintenance Code - see BLDG. Ch. 1158
- Demolition of structures in dangerous condition - see BLDG. Ch. 1162

1171.01 APPLICATION.

This chapter shall be applicable to all residential, commercial, and industrial buildings and structures located within the City of Wickliffe, Ohio.
(Ord. 2011-38. Passed 6-27-11.)

1171.02 NOTICE OF FORECLOSURE FILING; FEE.

(a) Any person, corporation or entity that files a complaint in any court of competent jurisdiction for foreclosure involving real property located within the City on which there is a building or structure, shall notify the City of the filing of the foreclosure complaint and shall file a complete copy of the foreclosure complaint with the Building Department within ten (10) days after the filing of the complaint. The required notice to the City shall be on a form prescribed by the Building Commissioner.

(b) The fee for filing a notice of foreclosure shall be two hundred dollars (\$200.00) and shall be paid at the time the notice is filed with the Building Department.
(Ord. 2011-38. Passed 6-27-11.)

1171.03 PERSON RESPONSIBLE FOR MAINTENANCE.

(a) If the building or structure on the property that is the subject of a foreclosure proceeding is vacant at the time the foreclosure complaint is filed with a court of competent jurisdiction, then the person, corporation, or entity filing the foreclosure complaint shall provide the Building Department the name, address, and contact information for the person who is responsible for maintaining the property in conformance with applicable Codified Ordinances of the City.

(b) If the building or structure on the property that is the subject of a foreclosure proceeding becomes vacant at any time after the foreclosure complaint is filed with a court of competent jurisdiction, the person or entity filing the foreclosure complaint shall provide the Building Department the name, address and contact information for the person who is responsible for maintaining the property in conformance with the applicable Codified Ordinances of the City.
(Ord. 2011-38. Passed 6-27-11.)

1171.99 PENALTY.

Whoever fails to comply with the provisions of this chapter shall be deemed guilty of a misdemeanor of the first degree; maximum penalties:

- (a) Not more than 180 days in jail;
- (b) Fine of not more than \$1,000.00; or
- (c) Both.

(Ord. 2011-38. Passed 6-27-11.)