



VACANT PROPERTY / BUILDING REGISTRATION FORM

6000 Wales Road | Northwood, Ohio 43619 | Ph: 419-693-9329 | www.ci.northwood.oh.us

All vacant properties/buildings must register with the City of Northwood Planning, Zoning and Economic Development Department in accordance with the Vacant Building Registration Ordinance of the City of Northwood Codified Ordinance. 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 other exigent circumstances may be approved upon **written request**.

1. Address(es) of Vacant Property/Building (Required)

(Street Address)

(Street Address)

(City, State, Zip)

(City, State, Zip)

2. Property Owner Information (Required)

(No P.O. Boxes are permitted; must provide a building address.)

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

(Name)

Individual Owner

Designated Agent

(Street Address)

(Telephone Number)

(City, State, Zip)

(Fax Number)

(Email Address)

If Partnership, Corporation, Trust or Other, please complete the following:

(Name of Partnership or Corporation)

(Tax ID Number of Partnership or Corporation)

(Contact Person)

(Title)

(Street Address)

(Telephone Number)

(City, State, Zip)

(Fax Number)

(Email Address)

3. Local Agent / Property Manager (if owner is outside of local area)

Please list Name, Address, Phone number and any additional information necessary to contact for interior and exterior inspections.

(Name)

(Street Address)

(Telephone Number)

(City, State, Zip)

(Fax Number)

Additional Remarks

4. Fees (Required)

Please make checks payable to City of Northwood. The vacant property registration payment included with this form pertains to the current year of vacancy and is (Please Select):

Residential: \$200-1st yr \$400-2nd yr \$800-3rd yr \$1,600-4th yr \$3,200-5th yr or later

Commercial: \$400-1st yr \$800-2nd yr \$1600-3rd yr \$3,200-4th yr \$6,400-5th yr or later

AFFIDAVIT

I, _____, hereby request to register the vacant property/building listed above and acknowledge that the information above is complete and accurate. I have read and understand the vacant property ordinance and rates for owning a vacant property in the City of Northwood and agree to comply with these requirements. In accordance with this Ordinance, I agree to notify any future owner of this vacant building registration.

Name of Applicant (signature)

Date

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

Notary

Date

Expiration Date: _____