



City of Toledo

Department of Neighborhoods
One Government Center, Suite 1800 | Toledo, OH 43604
(419) 245-1400 Fax (419) 245-1413

Vacant Residential Building Registration

TMC §1767

Toledo Municipal Code §1767 Vacant Residential Building Registration was revised by City Council Ordinance #02-13. The purpose of the legislation is to ensure responsible ownership of all vacant buildings that contain at least one residential dwelling for the public health, safety and welfare of the City's neighborhoods and commercial districts.

A \$200.00 registration fee is required for each building with a vacant dwelling and is due no later than January 31st of each year at the Division of Code Enforcement (address above). **Make checks payable to City of Toledo.** A waiver* may be granted by the Director of the Department for those properties registered and actively being sold or rented by a third party agent, renovated for sale or rent, has utility service connections in place, or is being prepared for demolition.

Owners of buildings in non-compliance with TMC §1767 will be served a Notice of Liability (NOL) and guilty of a misdemeanor crime of the third degree that carries a civil fine of \$250. All fines and registration fees shall be paid to the City of Toledo, Division of Code Enforcement. The owner of a vacant building has the right to appeal fines or NOLs to the Nuisance Abatement / Housing Appeals Board (NAHAB) per TMC §1726.

For questions regarding this registration, please contact the Division of Code Enforcement at 419-245-1400. **Please print or type.**

Vacant Residential Property Information

Vacant Property's Street Address

Vacant Property's Tax Parcel No.

Date the property became vacant

Fee Amt.

Foreclosure Action? Yes / No

Waiver requested? Yes / No

Information of Responsible Party for the Vacant Property

Please identify your relationship to the Vacant Property.

- Titled Property Owner
- Mortgage Holder Agent
- Trustee of Owner
- Administrator of Estate
- Rental Agent
- Real Estate Listing Agent

Responsible party's (natural person) full name (**printed**)

Responsible party's (corporate entity) name (**printed**)

Responsible party's street mailing address (PO Box will not do)

Responsible party's City, State, Zip

Applicant/Agent's full name (**printed**)

Applicant/Agent's street mailing address (PO Box is not sufficient)

Applicant/Agent's City, State, Zip

Applicant/Agent's Daytime Phone

Applicant/Agent's Fax Number

Applicant/Agent's E-mail Address

I agree that the information on this document is correct and true.

Applicant/Agent's Signature

Date

Waiver Information

Upon request, a one-time, \$100 waiver of the \$200 registration fee may be granted for up to 180 days if the responsible party documents any of the conditions (1 thru 7) below. Supporting documents must accompany this application. Thereafter, the full \$200 registration fee will be required.

1. Authorization to sell contract with a licensed real estate agent;
2. Contract with a rental/leasing agent to market rental units;
3. Signed affidavit that the building is part of a probate proceeding;
4. Copy of a current valid building permit or demolition permit;
5. Copy of a valid building permit and schedule of completion;
6. Signed affidavit that the building is being prepared for occupancy;
7. Ownership deed from a political jurisdiction or State of Ohio.

Office information only

Today's Date

Registration Number

Information complete? Yes No

Waiver requested? Yes No

Waiver reviewed and Approved Not Approved

Documents provided (1 – 7 above) _____

Waiver begins _____ and ends _____

Payment Type Cash Check No. _____

Reviewer's Name

Date

Authorizing Signature

Date