



## **PROCEDURE FOR REGISTRATION OF VACANT PROPERTY/BUILDING FORECLOSURES**

All vacant properties/building foreclosures must register with the City of Reminderville pursuant to Chapter 1358 of the Codified Ordinances as follows:

### **NOTICE OF FORECLOSURE FILING**

Any person who files a complaint for or notice of foreclosure or commences to publish in a local legal publication a notice of sale under power or the like as part of a non-judicial foreclosure involving real property located within the City, whether there exists a building or structure located thereon, shall notify the Department of the filing of the foreclosure complaint or notice or publication of the notice and shall file a complete copy of the complaint or notice with the Inspector within ten (10) consecutive calendar days after the filing of that complaint or notice with the relevant court or first publication.

An annual registration fee of one-hundred dollars (\$100.00) shall accompany the Registration Form. The fee and registration shall be valid for the calendar year, or remaining portion of the calendar year, in which the registration was initially required. Fees cannot be prorated. Subsequent registrations and fees are due January 1 of each year and must be received no later than January 31 of the year due.

### **VACANT PROPERTY REGISTRATION**

All vacant properties located within the City shall be registered within ten (10) days of the property becoming vacant or within 10 calendar days of the date shown on a written notice from the Code Enforcement Officer to the owner of the existence of a vacant structure as such. The registration shall consist of completion and submission to the City of the registration form, annual registration fee of two-hundred dollars (\$200.00); a vacant property plan; completion and passage of the inspection(s) to insure compliance. The fee and registration shall be valid for the calendar year, or remaining portion of the calendar year, in which the registration was initially required. Fees cannot be prorated. Subsequent registrations and fees are due January 1 of each year and must be received no later than January 31 of the year due.

### **PERMITTED EXEMPTIONS**

1. The building is under active construction/renovation and has a valid building permit(s).
2. The building suffered damage by fire, weather or other causes rendering it to be uninhabitable and requiring permits for repair. Permits for repair must be obtained within sixty (60) days of vacancy.

## **VACANT BUILDING PLAN**

At the time a building or structure is registered, the Owner shall submit a plan for rehabilitation, improving or securing the structure(s). In each case the Owner must provide written permission granting Code Enforcement Officials access to enter and inspect the property and all structures upon it.

The plan for rehabilitation or making improvements shall include following:

1. The length of time the Owner anticipates the vacancy to continue;
2. The scope of the proposed rehabilitation or improvements to be made to the structure so as to make the structure suitable for its intended use and the time schedule for same; the scope of work will determine if Building Permits are necessary.
3. A statement whether the Owner proposes to occupy, sell, lease or demolish the vacant structure and a time schedule for such action; and
4. A plan of action to monitor and maintain the structure and premises in conformity of the standards set forth in the Building Code.

## **PERMIT TO SECURE**

A one-time Permit to Secure may be obtained to secure the property and premises in lieu of making immediate improvements. A Permit to Secure will expires six (6) months from the date of issuance.

In filing for a Permit to Secure the Owner shall submit a detailed plan for the correction, repair or rehabilitation of violations of state or local building and housing standards and for the securing of the doors, windows and other openings by the conventional method used in the original construction and design of the building or structure.

Corrective action to secure the structure shall begin within thirty (30) days after the issuance of the Permit to Secure and shall be completed prior to the expiration of the Permit to Secure. Failure to have timely begun and/or completed the corrective action shall constitute a violation of VOR Chapter 1358.

Prior to the expiration of the Permit to Secure, the Owner shall submit a plan, obtain permits and commence with rehabilitative or improvement work.

The Permit to Secure may be revoked by written notice of the Inspector if the Owner fails to comply with the plan for such work or fails to comport to the timeline submitted.

**CITY OF REMINDERVILLE**  
3382 Glenwood Boulevard, Reminderville, OH 44202 • 330 562-1234  
**REGISTRATION APPLICATION**  
**VACANT PROPERTY AND/OR BUILDING FORCLOSURES**

Street Address: \_\_\_\_\_  
Foreclosed  Vacant  Both  Date of vacancy: \_\_\_\_\_  
\$100 Fee \$200 Fee \$200 Fee

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Designated Agent or Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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If the property is owned by a Partnership, Corporation, Trust or other own the property, please complete the following:

Tax ID Number: \_\_\_\_\_

Name of Partnership or Corporation : \_\_\_\_\_

Designated Agent or Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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I hereby acknowledge that the information provided above is complete and accurate.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_