

Important Information Regarding the Vacant Building Ordinance

On March 22, 2010 the City of South Euclid passed ordinance 11-10, "Registration of Vacant Buildings and Certificates of Occupancy for Vacant Buildings". The ordinance requires the owner, lessee or party in control of a vacant property to take the following action. Failure to do so may result in nuisance abatement action being taken against the property or daily fines of up to \$1,000 per day that may result in liens being filed against the property:

Register the vacant building annually

Registration of vacant buildings (residential and commercial structures) is required at the time of vacancy. Forms are available on the website or from the Building and Housing Department. You must complete the form and pay the required \$200 registration fee annually as long as the structure remains vacant.

Maintain the vacant building

The vacant building must be compliant with all City codes and ordinances at all times. City codes and ordinances pertaining to property maintenance may be found on the city's website: www.cityofsoutheuclid.com.

Arrange for a City inspection of the property

Before selling, transferring, or conveying and interest in a vacant building, you are required to contact the Building and Housing Department to arrange an interior and exterior inspection of the property. The Certificate of Inspection is valid for one year and for one transfer of the property only.

Make repairs or escrow funds to cover 100% of the estimated costs of repairs

If violations are not corrected prior to the transfer of the property, an escrow account must be established by a party to the transfer to cover 100% of the estimated repair costs. A party to the transfer must obtain two written estimates for the repairs, or the escrow amount will be established by the Building Commissioner based on a schedule of fees for "Class A" violations.

Obtain a Certificate of Occupancy prior to occupying the structure

Before the vacant building can be occupied, a Certificate of Occupancy must be obtained. Once all violations have been found to be corrected by the Building and Housing Department, escrow funds can be released and a certificate of occupancy obtained. The fee for the Certificate of Occupancy is \$200.

PLEASE COMPLETE THE ATTACHED FORM AND RETURN WITH YOUR FEE TO:

Housing Department
City of South Euclid
1349 South Green Road
South Euclid, Ohio 44121



**CITY OF SOUTH EUCLID
HOUSING DEPARTMENT
1349 South Green Road
South Euclid, Ohio 44121
216-381-0400**

VACANT PROPERTY
REGISTRATION FORM
Effective March 22, 2010
Ordinance 11-10

All vacant structures must be registered with the City of South Euclid every 12 months. Please provide the following information and make checks payable to: City of South Euclid in the amount of \$200.00.

PROPERTY ADDRESS: _____

No PO Box Addresses are permitted; must provide a physical address.

CURRENT OWNER NAME: _____

CURRENT OWNER ADDRESS: _____

CURRENT OWNER CITY, STATE ZIP: _____

CURRENT OWNER PHONE: _____

CURRENT OWNER EMAIL: _____

If the current owner resides outside of Cuyahoga County a local agent must be designated as the legal responsible party for the property. No PO Box Addresses are permitted; must provide a physical address.

AGENT NAME: _____

AGENT ADDRESS: _____

AGENT CITY, STATE ZIP: _____

AGENT PHONE: _____

AGENT EMAIL: _____

OWNER SIGNATURE: _____

AGENT SIGNATURE: _____

Subscribed and duly sworn before me according to the law, by the above named applicant this _____ day of _____, 20____ in the City, village, or township of _____ state of _____

Notary Signature: _____