



COME TOGETHER & THRIVE

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Building & Housing Department  
1349 South Green Road  
South Euclid, OH 44121

## VACANT PROPERTY EXEMPTION REQUEST

Please provide the information below to request an exemption. **Please provide on the reverse of this form the reason for requesting an exemption.** You will be notified within 10 days of your request in writing if your request for an exemption has been approved or not. If it is not approved, instructions will be in the notification letter of what the next step is in the registration process. Exemptions are only granted for a period of six (6) months from the date of application. At the expiration of six months, you will be required to either register the property as a vacant structure or request an additional exemption. This form will not be accepted if not notarized.

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: \_\_\_\_\_