



Vacant Property Registration Form

Date Filed:	Registration Type (circle):	New	Renewal
-------------	-----------------------------	------------	----------------

The regulation and registration of vacant buildings allows the City of Parkersburg, WV to streamline and consolidate existing code enforcement procedures, by placing the responsibility to register and maintain vacant structures on the building owner before a building's condition falls into disrepair or otherwise merits a complaint.

This form is required to be completed for vacant buildings that have remained in a state of vacancy for forty-five (45) consecutive days. Please use one form per structure, and include additional information sheets as warranted. **Each structure requires a separate registration fee. Failure to register vacant properties or update registration as required will result in additional fines and/or fees.**

Property & Structure Information

Address:		Tax Map:	Parcel:
Use (circle):	Single Family House	Multi-Family House	Commercial
	Industrial		
For non-single family, please provide the number of units in the structure: _____			
Status (circle all that are true):	Exterior Maintained	Secure	Abandoned
	Vacant	Open	
Does this property currently have code violations? (circle answer):		Yes	No
Electricity (circle):	On Off	Water (circle):	On Off
Date Terminated:		Date Terminated:	
Gas (circle):	On Off	Date Terminated:	
Is the structure insured?	Yes	No	If yes, please include insurance information.

If utilities are still on, a copy of the billed utility statement must be attached to this form.

Owner(s) Information P.O. Boxes are not acceptable

If the property is owned by:

- An **individual** person, provide the name and residential address of the individual person;
- An **estate**, provide the name and business address of the executor;
- A **trust**, provide the name and physical addresses of the trustees, grantors, and/or beneficiaries;
- A **partnership**, provide the names and residential addresses of all partners with an interest of ten percent (10%) or greater;
- A **corporation**, provide the names and residential addresses of all officers and directors of the corporation and attach a copy of the most recent annual franchise tax report filed with the WV Secretary of State;
- **Any other form of unincorporated association**, provide the names and residential address of all principals with an interest of ten percent (10%) or greater; or
- Otherwise, please contact Parkersburg Code Enforcement Division for information.

Please use the back of this sheet to complete ownership information.
Attach additional sheets as necessary including property address.

IF THE STATUS OF OWNERSHIP AND/OR OWNERSHIP INFORMATION CHANGES, IT IS THE RESPONSIBILITY OF THE OWNER TO CONTACT THE PUBLIC WORKS DEPARTMENT IN WRITING ADVISING OF THOSE CHANGES, WITHIN THIRTY (30) DAYS.

Property Owner Name:		
Address:		
City:	State:	Zip Code:
Phone Number: ()	Signature:	

If property ownership does not include a resident of West Virginia, please provide a designated local property agent in the space below:

Local Agent Name:		
Address:		
City:	State:	Zip Code:
Phone Number: ()	Signature:	

Registration Fee Schedule

- A property vacant for 0-11 months has a zero dollar (\$0) registration fee.
- A property vacant for 12 months or more has a one hundred dollar (\$100.00) a month fee until occupied.
- Registration fees are determined by the number of months the property is vacant, regardless of varying ownership. The registration fee will be billed by the City of Parkersburg and must be paid by the last day of the month when the property has been registered.
- A one-time waiver of the registration fee, or an extension of a waiver for up to ninety (90) days from the date of the current bidding statement, may be granted by the Director of Public Works. Please contact the Code Enforcement Division for more information about this procedure.

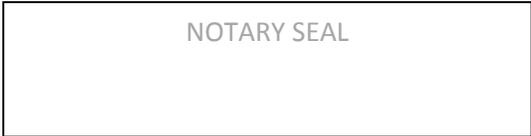
Notary Statement

STATE OF _____ : COUNTY OF _____ :

I, _____ A NOTARY PUBLIC IN AND FOR SAID STATE, DO HEREBY CERTIFY THAT _____ WHOSE NAME IS SIGNED TO THE WRITING ABOVE, HAS THIS DAY ACKNOWLEDGED THE SAME BEFORE ME. GIVEN UNDER MY HAND THIS _____ DAY OF _____, _____.

MY COMMISSION EXPIRES: _____

Notary Public



For more information or to submit this form, please contact:

Michele Craig	P: 304.424.8537
Code Enforcement Division	F: 304.424.8507
City of Parkersburg	E: michele.craig@parkersburgwv.gov
1 Government Square	
Parkersburg, WV 26102	