



5200 Springfield Street, Suite 100
Riverside, OH 45431

Phone: 937-233-1801 Fax: 937-237-5965 www.riversideoh.gov

- Initial Application
- Renewal Application
- Modification

Vacant Property Registration Application

All vacant properties/buildings must register with the City of Riverside in accordance with the Foreclosing Mortgaged and Vacant Property Registration Ordinance of the City of Riverside Codified Ordinance. **Please complete this form for each property address.**

PROPERTY ADDRESS: _____ **Zoning District:** _____

- Residential
 Commercial
 Institutional
 Industrial

Registrant Contact Information:

- Manager/Agent
 Bank
 Owner

Name: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Property Owner Information or Foreclosing Institution (if different from above):

Name: _____ Email: _____

Phone: _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Read the statement below and sign to acknowledge agreement.

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate. Additionally, I hereby grant permission for City of Riverside Officials to enter upon the above mentioned property for the purposes of gathering information related to this application. I have read and understand the vacant property ordinance and rates for owning a vacant or foreclosed property in the City of Riverside and agree to comply with these requirements. I agree to notify any future owner of this vacant or foreclosed property registration.

Registrant Signature: _____ Date: _____

OFFICIAL USE ONLY

Registration No. _____

Approved _____

Intake Staff _____

Denied _____

Date: _____ SWPA: _____

Expiration Date _____

Property Maintenance & Security Information:

Person/Company Maintaining Property: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Is Property Secured? Yes No

Is Property Winterized? Yes No

Is Lawn Maintained? Yes No

If Yes, by Who: _____

Phone: _____

Checklist:

- Completed Application.
- Registration fee (Card, check or money order made payable to the **City of Riverside**; non-refundable)
 - Initial Registration fee **\$300.00**
 - Renewal Registration fee **\$300.00**
- Application Submittal
 - **Email Application to Zoning@riversideoh.gov**
 - Mail Application and Fee to Administrative Office
 - In Person Submittal

NOTE: Vacant/Foreclosed Property Registration Requirements (Chapter 1321)

Certificate of Registration required (§1321.04 & 1321.05)

- Within ten (10) days of the date any mortgagee files a foreclosure action, the mortgagee shall register the real property with the City Registry .
- Any owner of vacant property located within the City shall within ten (10) days after the property becomes vacant, register the real property with the City Registry.
- There is a semi-annual registration renewal. If the vacant or foreclosed property is not registered, or either the registration fee/the semi-annual registration fee is not paid within 30 days of when the registration/semi-annual registration is required pursuant to this section, a late fee shall be equivalent to ten percent of the semi-annual registration fee shall be charged for every 30-day period.

Maintenance Requirements (§1321.06)

- Front, side, and rear yards, including landscaping, of registrable property shall be maintained in accordance with the applicable code(s) at the time registration is required.
- Registrable property shall be maintained free of graffiti or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior structure.
- In addition to the above, the property is required to be maintained in accordance with the applicable code(s) of the City.
- Failure of the mortgagee, owner, and transferees to properly maintain the property as required by this chapter may result in a violation of the applicable code(s) and issuance of a citation or notice of violation in accordance with the applicable code of the City.

Security Requirements (§1321.07)

- Properties subject to these sections shall be maintained in a secure manner so as not to be accessible to unauthorized persons.
- If a property is registrable, and the property has become vacant or blighted, a property manager shall be designated by the mortgagee and/or owner to perform the work necessary to bring the property into compliance with the applicable code(s), and the property manager must perform regular inspections to verify compliance with the requirements of this chapter, and any other applicable law.
- The property manager shall be available to be contacted by the City Monday through Friday between nine a.m. and five p.m., legal holidays excepted. The sign shall be placed in a window facing the street and shall be visible from the street. The posting shall be no less than 18 inches by 24 inches and shall be of a font that is legible from a distance of 45 feet. The posting shall contain the following language with supporting information:

THIS PROPERTY IS MANAGED BY _____.
 AND IS INSPECTED ON A REGULAR BASIS. _____.
 THE PROPERTY MANAGER CAN BE CONTACTED _____.
 BY TELEPHONE AT _____.
 OR BY EMAIL AT _____.

Appeals (§1321.14)

- Any person found to be in violation of any provision of this chapter shall be served with a notice of violation, in writing, setting forth the offenses and/or provisions in violation. Such person in receipt of a notice of violation may submit an appeal, in writing, to the City of Riverside Board of Zoning Appeals (BZA) for administrative review pursuant to the BZA's outlined procedures within the Code.