



VACANT PROPERTY EXEMPTION

All vacant commercial and industrial properties within the City of Hamilton must register with the Hamilton Fire Department, in accordance with Chapter 1507 of the City of Hamilton's Codified Ordinances.

Exemptions can only be considered or granted upon the City's receipt of the completed exemption form. *Documentation is required for all exemptions.*

ELIGIBLE EXEMPTIONS

Active Construction

Your property is considered under "active construction" if you have valid building permits on file with the City of Hamilton. *This exemption is valid for one (1) year from the date the first building permit is issued.*

Required Documentation: Copy of a valid building permit(s) issued by the City of Hamilton.

Fire & Extreme Weather Damage

Property that has suffered damage from fire or severe weather conditions is exempt from registering for a period of ninety (90) days after the event, contingent upon submission of an exemption request from the Property Owner to the Fire Chief. The request should include a comprehensive plan to either repair and reoccupy the property or demolish the structure as quickly as possible.

Required Documentation: A detailed timeline for rehabilitation or demolition of the property and photos of the damage.

For Sale with Licensed Realtor

Proof that your property is listed for sale with a licensed State of Ohio Realtor will grant you exemption for a period of twelve (12) months. *This exemption is valid for the first year of vacancy only.*

Required Documentation: Copy of active listing agreement with a licensed State of Ohio real estate company.

Good Cause Exemption

If you feel you have a good cause exemption, you may submit your request to the Fire Chief for review. The following will be considered in your request for an exemption: your prior record of violations of State and City Housing, Building, and Property Maintenance Codes; amount of vacant property you own; length of time the property has been vacant.

Required Documentation: A detailed narrative explaining your request for exemption; the length of time your property has been vacant; if you have any active code violations; a list of all properties you own or are invested in within the City of Hamilton.

**Submit your exemption form electronically
vacantproperty@hamilton-oh.gov**

**or mail to:
Hamilton Fire Department
C/O Vacant Property Registration
77 Pershing Avenue
Hamilton, Ohio 45011**

More information can be found at www.hamilton-city.org/970/Register-Vacant-Property

PROPERTY

Address: _____
Parcel #: _____
Property Became Vacant On: _____
Expected Date of Occupancy: _____

PROPERTY OWNER

No PO Boxes Permitted

Owner's Name: _____
Owner's Address: _____ City: _____ State: _____ Zip: _____
Phone #: _____ Emergency Phone #: _____ Date of Birth: _____
Social Security/Tax ID #: _____ Email Address: _____
Type of Ownership: Sole Proprietorship Partnership Corporation Trust Other
Statutory Agent of Corporation or Partnership: _____

If owner is a partnership, corporation, or trust, complete the following for one partner, officer, or trustee:

Name & Title: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone #: _____ Emergency Phone #: _____ Date of Birth: _____
Social Security/Tax ID #: _____ Email Address: _____

AUTHORIZED AGENT

The authorized agent must be a resident of Butler County or a contiguous county who is authorized in writing by the owner to be responsible for the security and maintenance of the building and property, and has access at all times.

Name & Title: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone #: _____ Emergency Phone #: _____ Date of Birth: _____
Social Security/Tax ID #: _____ Email Address: _____

LIEN HOLDERS OR OTHERS WITH LEGAL INTEREST

Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone #: _____ Emergency Phone #: _____ Date of Birth: _____
Email Address: _____

LIST OF ADDITIONALLY OWNED PROPERTY(S)

If you own additional property(s) within the City of Hamilton, please list the address and name or LLC's that they are registered under. Use additional attachments if necessary.

Name: _____
Address: _____
Name: _____
Address: _____
Name: _____
Address: _____

NOTARY

I, _____, hereby acknowledge that the information provided above is complete and accurate. I have read and understand Chapter 1507 of the City of Hamilton's Codified Ordinances for owning a vacant commercial and industrial property in the City of Hamilton and agree to comply with these requirements. In accordance with this Ordinance, I agree to notify any future owner of this vacant building registrations.

Applicant's Signature: _____ Date: _____

Subscribed and duly sworn before me according to the law, by above named application this day _____ in the City of _____, State of _____.

Notary Signature
