



VACANT PROPERTY REGISTRATION

Welcome to the City of Hamilton's Annual Commercial & Industrial Vacant Property Registration Program, in accordance with Chapter 1507 of the City of Hamilton's Codified Ordinances. This legislation was created to protect Hamilton neighborhoods from health and safety hazards created by a lack of adequate maintenance and security of vacant buildings, and is administered by the Hamilton Fire Department.

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

PROPERTY PLAN CHECKLIST

- Fill Out Registration Form
- Submit Fee
- Designate an Authorized Agent
- Obtain Liability Insurance
- Submit a Vacant Property Plan
- Maintain The Property
- Schedule An Inspection

(OR) REQUEST EXEMPTION

- Fill Out Vacant Property Exemption Form
- Submit Required Exemption Documents
- Get Exemption Form Notarized

Any changes to your registration information must be updated with the Hamilton Fire Department within 7 days.

ANNUAL FEE SCHEDULE:

YEAR 1 \$400 YEAR 2 \$800 YEAR 3 \$1600 YEAR 4 \$3,200 YEAR 5+ \$6,400

*Make Your Payment Online at
www.hamilton-city.org/970/Register-Vacant-Property*





VACANT PROPERTY REGISTRATION

Please fill out the annual vacant property registration form below, and include it with your vacant property plan, and annual registration fee to the Hamilton Fire Department.

VACANT PROPERTY

Address: _____ Parcel #: _____

Apartment numbers if multi-family: _____

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: _____

ACKNOWLEDGMENT OF RESPONSIBILITY

It is the joint responsibility of the Owner and/or Authorized Agent to ensure the information provided is complete and accurate. Failure to comply is a misdemeanor. The City of Hamilton's Vacant Commercial and Industrial Property Ordinance requires the Owner and/or Authorized Agent to meet all city codes and conditions of the approved vacant property plan.

Applicant Name: _____ Signature: _____ Date: _____