

Vacant Property Registration Application

Government data practices act-Tennesson warning: The data you supply on this form will be used to process the license you are applying for. You are not legally required to provide this data, but we will not be able to process the license without it. The data will constitute a public record if and when the license is granted.

Vacant Property Information:

Address: _____

Parcel Number: _____

Legal Description: _____

Physical Description of Premises: _____

Primary Owner Information:

Name: _____

Physical Address: _____
Street Address City State Zip

Mailing Address: _____
Street Address City State Zip

Phone 1 # _____ Phone 2 # _____

Email Address: _____

Secondary Owner Information: (if applicable)

Name: _____

Physical Address: _____
Street Address City State Zip

Mailing Address: _____
Street Address City State Zip

Phone 1 # _____ Phone 2 # _____

Email Address: _____

Local Agent/ Caretaker/ Property Manager Information:

Name: _____

Physical Address: _____
Street Address City State Zip

Mailing Address: _____
Street Address City State Zip

Phone 1 # _____ Phone 2 # _____

Email Address: _____

Please enclose the following items. Incomplete applications will be returned.

1. A license fee of \$2000 made payable to the City of St. Cloud. Credit card payments are also accepted at City Hall or by phone 320-255-7214.
2. Proof of liability insurance coverage in the amount of \$300,000 or more, covering damage to any person or any property caused by and physical condition of or in the building.

As the owner/responsible party of a registered vacant building, I understand the that:

- Registration is valid for a **12** month period following application approval.
- Owner must notify compliance official of any information changes supplied as part of the vacant building registration within **15** days of any change.
- If the building has remained vacant for a period of **365** consecutive days, and the compliance official has not approved an alternative schedule in the property plan, the owner may be required to demolish the building.
- The compliance official may inspect a vacant building to ensure compliance with registration. The owner must provide access to buildings and premises in order to complete an inspection.
- The compliance official may authorize immediate abatement of any public nuisance or maintenance item if emergency circumstances exist that present an imminent threat to public health and safety.
- All vacant buildings must be secured from unauthorized entry. If locked doors and windows are no longer effective, the building must be boarded.
- If a change of ownership occurs, the new owner must register or re-register a vacant building within **15** days of transfer. No fee will be required if registration is current.
- It is my responsibility to submit all required fees and obtain all necessary approvals prior to licensing

Applicant Name (must be a listed owner/responsible party): _____

Owner/Responsible Party Signature: _____ Date: ____/____/____

Send all correspondence to : _____

OFFICE USE ONLY

Date Received: _____ Receipt # _____ Amount Received: \$ _____

Received by: _____ Application Reviewed Date: _____

Approved by: _____ Denied by: _____

Licensed issued: _____ Licensed number: _____

Approval/Denial Notes: _____
