

CITY OF RICHMOND, KENTUCKY
Registration Form for Vacant Property



ABANDONED OR SEIZED PROPERTY INFORMATION

Please fill out the information requested below and deliver this form to City of Richmond Codes Enforcement, 239 West Main Street, Richmond, KY 40475. 859-625-6404		Date
Registered Property Address :		
City	State	ZIP Code:
Property Valuation Parcel Number:	Notice of Default Recordation # (attach copy):	
Standard Annual Fee: \$60.00 New Registration <input type="checkbox"/> Renewal Registration <input type="checkbox"/> Please Check One		
An annual registration fee shall accompany this registration form. The fee and registration shall be valid for the calendar year, or remaining portion of the calendar year, in which the registration was initially required. Subsequent registrations and fees are due January 1 st of each year and must be received no later than January 31 st of the year due. Registration fees will not be prorated.		

LENDER / LIEN HOLDER INFORMATION

Lender/ Lien Holder :	
Contact Name:	Contact Phone #:
Lender/Lien Holder Mailing Address:	

PROPERTY MANAGER INFORMATION

Property Manager Name:	City of Richmond Business License #:
Contact Name:	24 hr Phone #:()
Property Management Company Local Mailing Address:	

BACK OF REGISTRATION FORM FOR ABANDONED RESIDENTIAL PROPERTY

It is the purpose and intent of the City of Richmond, through the adoption of this ordinance, to establish an abandoned residential property registration program as a mechanism to protect residential neighborhoods from becoming blighted through the lack of adequate maintenance and security of abandoned properties.

Owner Responsibility under City of Richmond “Abandoned Residential Property Registration Ordinance” :

If the property is vacant or abandoned, the beneficiary/trustee shall register the property with the City of Richmond Codes Enforcement using this form within ten days of transfer, vacancy or subsequent vacancy.

Any change of contact information shall be reported to the City of Richmond Codes Enforcement within ten days of said change.

Property shall be maintained on a weekly basis.

Property shall be secured in a manner that would prevent unauthorized persons from entering and/or remaining on the property.

Property shall be posted with signage stating the current property manager’s name and contact number and shall also contain the words “This PROPERTY MANAGED BY” and “TO REPORT PROBLEMS OR CONCERNS CALL”. The posted signage shall be a minimum of 18” x 24” and a font legible from 45 feet away. Posting shall be placed in the front facing window or on a stake visible from the street and constructed of weather resistant material.

A copy of the entire “Abandoned Residential Property Registration Ordinance” may be downloaded at:

www.Richmond.ky.us

City of Richmond Codes Enforcement

239 West Main Street

Richmond, Kentucky 40475

859-625-6404

Fax: 859-625-6401