



Department of Buildings & Inspections –
 Property Maintenance Code Enforcement
 805 Central Ave, 5th Floor
 Cincinnati OH 45202
 Phone (513) 352-5291
 Fax (513) 564-1708

Vacant Foreclosed Property Registration Form

Within ten (10) business days of filing a foreclosure action on residential property located within the corporate limits of Cincinnati that is vacant at the time of filing, the mortgagee must submit a completed vacant, foreclosed property registration form. The mortgagee is not required to submit a registration form if the property is occupied on the date of the initial filing of the foreclosure. However, the mortgagee must file this form within 10 business days if the property becomes vacant between the initial foreclosure filing and transfer to an unaffiliated third party during the foreclosure process.

Initial Registration Renewal Registration Updated Information

Property Address: _____

Book-Plat-Parcel: _____ Date of Initial Foreclosure Filing: _____

Registrant or Property Preservation Contact

Name: _____

Local Contact Person Name & Title: _____

Business or Home Address (**Not a Post Office Box**): _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Fee Schedule

Mortgagees shall pay any required fees and maintain accurate registration information until the property is transferred to an unaffiliated third party. Please see Chapter 1123 of the Cincinnati Municipal Code to review the full text of the ordinance which is available on this website <http://www.cincinnati-oh.gov/council/pages/-3667-/>. The fees for the various requirements are as follows:

Initial Registration Fee/Annual Renewal Fee	\$520.00
Exception Fee	\$ 52.00

Applicant Signature _____ Date _____

The mortgagee or agent of this building and undersigned does hereby certify that the information and statements given on the registration are to the best of his or her knowledge, true and correct. In addition, the mortgagee or agent of this building and the undersigned do hereby consent to routine exterior inspections of the registered property.

Applicants Signature _____ Date _____

Return this registration form, and the registration fee to:

**Department of Buildings and Inspections
 Property Maintenance Code Enforcement,
 805 Central Ave - 5th Floor
 Cincinnati OH 45202
 Attn: Vacant Foreclosed Property Registration**

Vacant Foreclosed Property Registration

Informational Bulletin Regarding City of Cincinnati Residential Foreclosed Property Registration Effective April 14, 2014

Who Must Register?

Effective April 12, 2014, the Vacant Foreclosed Residential Property Registration Ordinance is amended. A mortgagee who files a foreclosure on a residential property anywhere within the corporate limits of the City of Cincinnati must register after the foreclosure is filed and when the property is vacant. A property that is in a foreclosure proceeding and is not vacant, need not be registered until vacant. The property must be registered within 10 business days of becoming vacant when a foreclosure has been filed.

How do I register?

If a property is foreclosed, vacant, and located in the City of Cincinnati, the mortgagee or agent must complete the downloadable registration form on the City of Cincinnati, Department of Buildings & Inspections, website and pay the registration fee of \$520.00 per building. For more information go to

<http://cagismaps.hamilton-co.org/cincinnatiServices/VacantForeclosedRegistration/>

Maintenance Information:

1. Properties must be maintained free of outwards appearances of foreclosure and vacancy during the registration period.
2. No signs or placards on the exterior of the building or in the windows indicating that the property is vacant or foreclosed.
3. Grass shall be no higher than 10 inches at any time. The property maintained free of all noxious weeds and litter.
4. The premises shall remain secure and locked. Broken windows and doors which are visible from the right-of-way may be covered with plywood or similar boarding material on an emergency basis, but for no more than ten business days, while arrangements are being made to replace broken glass or broken parts of existing windows and doors. Otherwise windows and doors visible from the public right-of-way must be maintained in good repair and not boarded.
5. Handbills, circulars, and advertisement shall be removed from the porches and yards (within 5 business days of being notified).
6. Standing water on the premises, including but not limited to standing water in swimming pools, shall be eliminated.
7. All other applicable property maintenance provisions in the Cincinnati Municipal Code remain in effect.

Point of Sale Inspection:

At the time the court enters an order for the registered property to be sold, the City may inspect the property. Any violations noted must be corrected by the mortgagee within 30 days or the City may make the corrections and place a priority lien for the total cost on the tax duplicate. An exemption from the point of sale inspection along with a registration fee may be available if an approved alarm system is installed in the property at the time it becomes vacant. Please review the entire code Section 1123 of the Cincinnati Municipal Code to review additional ordinance requirements not included in this bulletin.

*Reduced fee and point of sale exception Section 1123-13 Cincinnati Building Code - With the approval of the code official, a mortgagee may install and maintain a working burglar and fire alarm system and have an active account with a third-party alarm company. The burglar alarm system shall connect to all areas of the building subject to unauthorized human entry, including, but not limited to all exterior doors, windows or other readily accessible openings. The burglar alarm system shall send an automatic signal to a burglar alarm company that has 24 hour live operators who will monitor the system and telephone the mortgagee and the police or fire department if applicable. Call 352-3275 for more information regarding this exemption.