

**Registering Party Information**

Check All That Apply

Owner  Agent  Manager  Other \_\_\_\_\_

Prefix	First Name *	MI*	Last Name *	Suffix	Company		
Mr. Mrs. Miss							
Str. #*	Str Name*	Str. Type	Dir*	Apt/Ste#*	City*	State*	Zip*
Email Address	Phone1*	Phone 2		Phone 3			

**Additional Contact Information**

Check All That Apply

Owner  Agent  Manager  Other \_\_\_\_\_

Prefix	First Name *	MI*	Last Name *	Suffix	Company		
Mr. Mrs. Miss							
Str. #*	Str Name*	Str. Type	Dir*	Apt/Ste#*	City*	State*	Zip*
Email Address	Phone1*	Phone 2		Phone 3			

**\* Required Information**

**Terms & Agreements:**

- I have read and understand the Vacant Property Registration Ordinance (12-0-0842).
- All information provided is true and accurate. I understand that providing incorrect information or failure to register, amend, and/or renew registration for a vacant residential building constitutes a failure to comply with the provisions of Article VI: Vacant Property Registration of the Atlanta Housing Code; and thereby, penalties may be imposed.

\_\_\_\_\_  
Registering Party's Signature                      Date

\_\_\_\_\_  
Recipient Code Enforcement Section                      Date

<b>FOR OFFICE USE ONLY</b>			
Date Received	Received By	Fee Amount	How Paid? <input type="checkbox"/> Check (Personal/ Cashier) <input type="checkbox"/> Money order <input type="checkbox"/> Credit/Debit Card <input type="checkbox"/> Cash
Registration Complete	Comments:		



Code Enforcement Section  
 Atlanta Police Department, City of Atlanta  
 818 Pollard Blvd, 3<sup>rd</sup> Floor, SW  
 Atlanta, GA 30315 404-546-3800

# Vacant Property Registration & Renewal Form

It is the duty of each owner of any vacant residential building or dwelling subject to Ordinance 12-O-0842 (codified as Article VI: Vacant Property Registration of the Atlanta Housing Code), to file a registration statement with the Office of Code Enforcement 60 days after the building or dwelling becomes vacant or 90 days after acquiring ownership, whichever is later, of any vacant residential building or dwelling not currently registered. In the event that the Office of Code Enforcement provides written notice to the owner of the existence of any vacant building or dwelling, the owner of such vacant building or dwelling shall file a registration within 15 days of such notice.

The registration shall remain valid for twelve (12) months from the date of registration. In the event that ownership of a registered structure changes during this period, the new owner shall file an amended registration statement within 20 days of accepting the vesting instrument. The owner shall be required to renew the registration for successive twelve-month periods as long as the building or dwelling remains vacant for any part thereof.

At the time of filing of the registration statement, the owner shall pay a registration or renewal fee (as applicable) in the amount of \$100 for each registered building or dwelling (excluding accessory buildings). No registration statement shall be deemed filed unless the fee has been paid. For a parcel of land containing two or more buildings under common ownership, only one registration statement shall be required to be filed but there shall be a fee of \$100 per vacant building, regardless of the number of dwelling units within such building. Any vacant building or dwelling that is in violation of any provision of the housing, building, or fire code at the time renewal is required shall be assessed a renewal fee of \$100 for such renewal period in which such vacant building is below the minimum code standards.

New Registration    Renewal    Amendment    Removal

Today's Date
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## Property Information

Str#*	Str Name *	Str Type*	Dir*	Bldg #(s)	Parcel ID #*
Type of Property					
<input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family/Apt <input type="checkbox"/> Duplex/Triplex/Quad <input type="checkbox"/> Other _____					
Date of Vacancy*	Property Secured <input type="checkbox"/> Yes <input type="checkbox"/> No	Existing Code Violations* <input type="checkbox"/> Yes <input type="checkbox"/> No	Utilities On <input type="checkbox"/> Yes <input type="checkbox"/> No	Utilities Comments _____	

## Property Owner Information

Owner

First Name *	MI*	Last Name *	Suffix	Company			
Str. #*	Str Name*	Str. Type	Dir*	Apt/Ste#*	City*	State*	Zip*
Email Address		Phone1*	Phone 2		Phone 3		