

CITY OF CARROLLTON CODE ENFORCEMENT

VACANT PROPERTY REGISTRY FORM

2018

See attached copy of Chapter 158 Vacant Residential Property Registration, Carrollton Code of Ordinances for detailed information.

§158.03 REGISTRATION.

(A) Prior to filing a complaint of foreclosure or executing a deed in lieu of foreclosure on a residential property located in the City of Carrollton, a creditor shall inspect the property to determine whether the property is vacant. If the property is vacant, the creditor shall, on the same day the complaint of foreclosure is filed or the deed in lieu of foreclosure is executed, register the property as a vacant property with the City Clerk's Office of the City of Carrollton, Kentucky in which the property is located for the purpose of minimizing hazards to persons and property as a result of the vacancy. Registration shall be made upon a form provided by the city and must be accompanied by the fee set forth in division (D) of this section.

(B) If a residential property becomes vacant at any time after a creditor files a complaint of foreclosure or executes a deed in lieu of foreclosure, but prior to vesting of title in the creditor or a third party, the creditor shall, within ten business days after obtaining knowledge of the vacancy, register the property as a vacant property with the City of Carrollton and pay the fee set forth in division (D) of this section. The property management company shall inspect the property every 30 days to determine if the property is in compliance with the requirements of this chapter.

(C) Registration of a residential property as a vacant property shall include the address of the property and the name and contact information of a person located within the commonwealth who is authorized to accept service on behalf of the creditor.

PROPERTY ADDRESS: _____

PVA MAP NO. (PARCEL ID) _____

CONTACT (Person or persons given authority to accept service on behalf of the creditor)

FIRM: _____

NAME: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

(D) The annual fee for registering vacant residential property shall be **60 dollars** made payable to the City of Carrollton and submitted to the City Clerk at 750 Clay Street, P.O. Box 156, Carrollton, Kentucky 41008. 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 1st of each year and must be received no later than January 31st of the year due.

(E) Properties subject to this chapter shall remain under the annual registration requirement of this section as long as they remain vacant. Any person, firm or corporation that has registered a property under this chapter must report any change of information contained in the registration within ten business days of the change.

(F) Properties subject to this chapter shall be posted with the name and a 24-hour contact phone number of the local property management company. The posting shall be no less than 18"x24" and shall be of font that is legible from a distance of 45 feet and shall contain along with the name and 24-hour contact number the words THIS PROPERTY MANAGED BY and TO REPORT PROBLEMS OR CONCERNS CALL. The posting shall be placed on the interior of a window facing the street to the front of the property so it is visible from the street, or secured to the exterior of the building/structure facing the street to the front of the property so it is visible from the street or if no such area exists, on a stake of sufficient size to support the posting in a location that is visible from the street to the front of the property. Exterior postings must be constructed of and printed with weather resistant materials.

(Ord. 2015-20, passed 11-23-15)

Information on person submitting this form:

SUBMITTED BY (Please print) _____
DATE

PHONE: _____ E-MAIL: _____

Thank you for your cooperation on this matter,

John Welch, Carrollton Code Enforcement
Phone: 502-732-7043
E-mail: jwelch@carrolltonky.net