



Service Department
Director: William Dorman
7232 E. Main Street
Reynoldsburg, Ohio
(614) 322-6840
www.ci.reynoldsburg.oh.us

VACANT BUILDING REGISTRATION

Per the City of Reynoldsburg's Codified Ordinance 39-2020, all vacant buildings must be registered by the property owner with the City's Service Department. Temporary exemptions may be granted for properties where active construction is occurring or properties that are listed with a licensed realtor. All requests must be made in writing and directed to the City Service Department for review.

Section I: Property Owner Information (In case of foreclosure, list foreclosing entity)

Property Address: \_\_\_\_\_

Owner/Foreclosing Entity Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Business Representative (If Owner is a Corporation, Partnership, or Trust):

\_\_\_\_\_

Address: \_\_\_\_\_

Section II: Designated Agent Information

Designated Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Section III: Lienholder Information

Name of Lienholder: \_\_\_\_\_

Address: \_\_\_\_\_

Any Other Interested Party in the Property: \_\_\_\_\_



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Section IV

Type of Registration

New                      Renewal  
 Registration              Registration

Current Zoning/Use

Single-family      Multi-family      Apartment  
    Building              Commercial  
                 Building              Other

Annual Registration Fee

1st Year	2nd Year	3rd Year	4th Year	Following Years
\$200.00	\$400.00	\$600.00	\$800.00	\$1,000.00

Section V

Property Information

Available Space/Units: \_\_\_\_\_ Space/Units Occupied: \_\_\_\_\_  
 Percentage: \_\_\_\_\_



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Section VI
Vacant Building Plan

Demolition Rehabilitation Sale or Reoccupancy Secure Vacancy Other

I hereby submit the following explanation of vacancy and security plan for the premises, pursuant to Sections 1399.08 and 1399.12 of the Reynoldsburg Codified Ordinances (or attach a written statement):

Multiple horizontal lines for providing an explanation of vacancy and security plan.

Section VI

I, \_\_\_\_\_, hereby request to register the vacant building listed above and acknowledge that the information above is complete and accurate. I have read and understand Chapter 1399 of the City of Reynoldsburg Codified Ordinances and agree to comply with these requirements. In accordance with this Chapter, I agree to notify any future owner of this vacant building registration.

Applicant signature \_\_\_\_\_,

Date \_\_\_\_\_