

Vacant Property Registration Form Directions

The Vacant Property Registration Form serves two purposes (1) it allows a property to be registered so that code enforcement is aware that the location is vacant; and (2) provide contact information in the event that there is a code violation.

In filling out the form the following information **must** be filled out on the form.

Agent Information:

This is the contact information of the person that will be responsible for the property. It needs to be a living person. If the property is in a trust, the person is deceased, a company owns it, or a management company is handling the property, their information goes in this section. By filling out this section, you are authorizing this person to be contacted on your behalf for code related issues.

Include *their* name, phone number, mailing address, and email address.

Property Owner:

If you own the property and code enforcement will be dealing with you directly, the information in this section needs to be contact information for *you*.

The information is *your* name, phone number, email address, and mailing address. If you are using a PO Box to receive your mail you can list that address on the left side of the form under owner mailing address, however, you are required to list a street address as well on the right side of the form.

If this information is not filled out correctly, the form is incomplete. The form needs to be filled out legibly where we can clearly read the information that is provided.

The submittal of the form in an incomplete status will cause a delay in process the form. Failure to submit payment will prevent the form from being processed.

If you have any additional questions about the form, please contact Planning and Inspections at (770) 929-4280

VACANT OR FORECLOSED PROPERTY REGISTRATION

Sec. 8.2.126/Sec. 8-2-127 Registration Required; Sec. 8-2-128 Registration Fee; Sec. 8.2.130 Removal from registry, Sec 8-2-124 Scope



City of Conyers
Planning and Inspections Dept.

Mail: PO Drawer 1259, Conyers, GA 30012
Phone: (770) 929-4280

COUNTY: **ROCKDALE**
TAX PARCEL #:

Remit: \$100.00 per property

This Space For Government Use Only.

THIS PROPERTY IS CURRENTLY VACANT: (Circle choice) Yes/ No

IF THIS FORM IS SUBMITTED TO UPDATE A PRIOR REGISTRATION, THE COUNTY AND TAX ID# MUST BE ENTERED ABOVE, & THE NEW INFORMATION INPUT BELOW— AND ENTER " YES" HERE:

IF THIS PROPERTY HAS NOW BEEN RE-CONVEYED Enter DATE:

Date Received: _____

Paid: _____

Type of property: _____

Case Number: _____

PROPERTY INFORMATION

Street Address: _____

City: _____ Zip Code: _____

Conveyance Document: _____ Deed Book: _____ Page: _____

AGENT INFORMATION (Agent for Property Owner)

Agent Bus. Name: _____ No Bus. Name

First Name Middle Name Last Name Suffix

Phone : Phone 2 Fax Email

Street Add No PO Box Street Unit# City Zip

Mail Address: _____

Street Address: _____

PROPERTY OWNER INFORMATION (Owner, Lender, Mortgagee, or Creditor)

Bus. Name: _____ Title: _____ No Bus. Name

First Name Middle Name Last Name Suffix

Phone : Phone 2 Fax Email

OWNER MAILING ADDRESS

OWNER STREET ADDRESS (NO BOX BOX)

CITY

CITY

STATE/PROVINCE COUNTRY ZIP CODE

STATE/PROVINCE COUNTRY ZIP CODE

ACKNOWLEDGEMENTS

Registrant affirms that the information provided on this form is true and correct to the best of their knowledge. Registrant agrees that any changes to property, owner or agent will be submitted within 30 days. The undersigned acknowledges that the property will be maintained in a clean fashion, property will be properly secured, and the yard-maintained year-round. Failure to maintain property will result in notice of violation, citations and fines. I understand that renewal is required annually. Removal from the registry must be submitted in writing.

DATE THIS FORM SUBMITTED: _____

PRINT NAME: _____

SIGNATURE: _____

PHONE #: _____