

# Village of Sebring

135 East Ohio Avenue  
Sebring, Ohio 44672  
Phone: (330) 938-9340  
Fax: (330) 938-6834

# Vacant and/or Foreclosed Property Registration

(A separate registration form & fee is required per Property)  
Submit registrations to 135 East Ohio Ave. Sebring, Ohio 44672.  
Checks payable to: Village of Sebring

- NEW     AMENDED     RENEWAL  
 Vacant     Foreclosed (\$10,000 cash bond required)

**1. Property Information**                       Residential (\$100)     Commercial (\$250)     Industrial (\$250)

Property Address: \_\_\_\_\_ Number of Units: \_\_\_\_\_  
Description of Property: \_\_\_\_\_ Parcel No: \_\_\_\_\_

**2. Local Property Management Information:**

Local Individual or Local Property Management Co.: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: (No P.O. BOX): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
24 Hour Contact Telephone or Cell Phone No.: \_\_\_\_\_  
Use above contact for registration inspection?  Yes  No (If no, provide name and phone no. below.)  
Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**3. Owner/Agent Information:**

Property Owner  or Foreclosing Institution : \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address (No P.O. BOX): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**4. Condition/Status of Building:**

<b>A. Building:</b>	<b>B. Property:</b>
<input type="checkbox"/> Utilities Shut Off	<input type="checkbox"/> In Foreclosure, Case No.: _____
<input type="checkbox"/> Gas            Date: _____	<input type="checkbox"/> In Bankruptcy, Case No.: _____
<input type="checkbox"/> Electric        Date: _____	
<input type="checkbox"/> Water            Date: _____	
<input type="checkbox"/> Winterized      Date: _____	
<input type="checkbox"/> Secured         Date: _____	
<b>Note:</b> Building must be secured according to Rules and Regulations	

In accordance with the Village of Sebring's "Vacant and/or Foreclosed Property Registry" Ordinance, by signing below you:

- **Certify** that the information provided above is accurate, and **Agree** to notify the Village of any updates.
- **Agree** to pay the appropriate fee(s) at the time of registration/renewal, **Agree** the registration shall remain valid until December 31<sup>st</sup> of this calendar year. The registration will be required to be renewed and appropriate registration fee(s) be paid annually by January 31<sup>st</sup> of each year as long as the structure remains vacant. Once the property is no longer vacant or is sold, you **Agree** to provide proof of sale or written notice, or proof of occupancy, to the Property Registration Department or their designee.
- **Agree** to pay the \$10,000 cash bond, in addition to the annual registration fee, if a foreclosure action has been filed on the property.
- **Certify** that the property has been inspected by the Owner/Agent at the time of filing this Property Registration. And the following conditions have been met: property (including all accessory structures) is secure, property (including interior of all structures) is free from all trash & debris, property is mowed & maintained, property address is clearly visible and no junk vehicles are parked on the premises
- If the property is vacant, **Agree** to maintain a *local* individual or *local* property management company responsible for securing and maintaining the property. *Note that local means within thirty (30) driving miles of the property.*
- **Agree** to post the reflective registration sticker provided by the Village of Sebring, so it is clearly visible from the street.
- **Agree** that the owner, local individual or local property management company shall inspect and maintain the property on a weekly basis for the duration of the vacancy, in accordance with the relevant Village of Sebring codes.
- **Agree** that once registered, the property will be subject to regular exterior inspections by the Property Registration Department or their designee.
- **Agree** that adherence to this ordinance does not relieve the owner of any applicable obligations set forth in the Village ordinances or regulations, Covenant Conditions and Restrictions, and/or Home Owners Association rules and regulations.

Applicant Signature _____	Date: _____
Print Applicant Name: _____	
Property Registration Department: _____	Date: _____

\*\*\* DO NOT MARK BELOW THIS LINE \*\*\*

Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Received By: \_\_\_\_\_

Paid By:  Cash       Check      Check Number: \_\_\_\_\_