



VACANT PROPERTY REGISTRATION FORM

LOCK BOX CODE _____

Address _____

BANK/OWNER INFORMATION:

Name _____

Phone _____

Address _____

Zip _____

Real Estate Company/Management Company Name

Name Local Agent _____

Phone _____

Fax _____

Email Address _____

Address _____

Zip _____

It is declared a public nuisance for any owner to cause, permit, or maintain any property condition contrary to the provisions of Resolution #13-08. The owner or owner's agent must adhere to the Resolution as contained in this section and the time schedule requirements on the registration.

- 1) The owner or owner's agent shall perform regular weekly inspections of the property to assure compliance with the requirements of this section
- 2) The owner or owner's agent shall allow access by the Public Works Department for the purpose of inspection and in case of emergency.
- 3) Utilities must be properly disconnected or connected and in proper working order.
- 4) All doors, windows and other openings shall be secured as required.
- 5) Weeds shall be removed from landscape beds, the perimeter of buildings, along fence lines, and in parking lot joints & cracks.

- 6) Grass height shall be maintained no higher than ten (10) inches and the trimmings removed from the property.
- 7) Exterior properties shall be kept free of junk & debris, including, but not limited to, newspapers, flyers, circulars, furniture, appliances, containers, equipment, auto parts, garbage, clothing, inoperable vehicles, boats and campers, or any other items that give the appearance that the property is vacant.
- 8) Building appurtenances must be securely attached so as not to cause a blighting condition, including, but not limited to, gutters, downspouts, shutters, railings, guards, steps, awnings, canopies, signs, light fixtures, and fire-escapes.
- 9) Detached signs and lighting systems shall be structurally sound, and maintained so as not to cause a blighting condition, or removed.
- 10) Property fencing and retaining walls shall be maintained structurally sound. Any fence or wall with broken or hanging components shall be repaired, straightened, or removed.
- 11) Pools, spas, and ponds shall be drained and kept dry or kept in working order so that the water remains clear and free of pollutants and debris. Pools and spas must comply with the barrier requirements of the adopted International Property Maintenance Code.
- 12) The property shall be free of graffiti or similar markings by removal or painting over with a color that matches the exterior of the structure.
- 13) Perishables shall be removed from the interior of the structures.

SIGNATURE (OWNER) _____

DATE _____

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT

Sodaville@cityofsodaville.org Phone & Fax: 541-258-8882

City Hall Hours: 10am-2pm Mon-Thurs.

“The Sodaville is an equal opportunity provider and employer”