

City of Takoma Park, Maryland

**VACANT PROPERTY REGISTRATION**

Prior to filing a complaint of foreclosure or notice of default or accepting a deed in lieu of foreclosure, the responsible party, or their designee, shall inspect a distressed property to determine whether the property is vacant. If the distressed property is found to be vacant or shows evidence of vacancy, the responsible party shall, within thirty (30) days, register the property as a vacant distressed property with the City for the purpose of minimizing hazards to persons and property as a result of the vacancy. Property registrations must be renewed on a yearly basis by July 1 and expire on June 30 of any given year (*Takoma Park Code Sec 6.38.040 & 6.38.050*).

**LICENSE INFORMATION**

Street Address of Property	Registration Number
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**OWNER INFORMATION**

If any owner of the vacant property is not the same as the owner of record, you must also provide an explanation for the difference in ownership. (*Takoma Park Code Sec 6.36.060 C(1)*)

Legal Owner(s)				
Type of Ownership (Please check one)	Individual	Trust / Estate	Gen Partnership	Corporation
Owner's Mailing Address(es) (No Post Office Boxes)				
Telephone (Days)	( )	Cell Phone	( )	
Telephone (Evenings)	( )	Email Address(es)		

**OWNER'S AGENT**

The owner must provide the following information for their agent. (*Takoma Park Code Chapter 6.38.060(C)*)

Name of Responsible Party				
Direct Contact Name				
Mailing Address (No Post Office Boxes)				
Telephone (Days)	( )	Cell Phone	( )	
E-Mail Address				

**PROPERTY PRESERVATION**

The owner must provide the following contact information for an individual or legal entity responsible for the care and control of the vacant property. The individual may be the owner if the owner is an individual, or may be someone other than the owner provided that the owner has contracted with such a person or entity to act as his or her agent for the purposes of this Chapter. (*Takoma Park Code Section 6.38.060C(2)*)

Name				
Mailing Address				
Telephone (Days)	( )	Cell Phone	( )	
Telephone (Evenings)	( )	Email Address		

**Please complete reverse side of this application form**

**REASON FOR VACANCY**

**CERTIFICATE OF PROPERTY INSURANCE**

A certificate of property insurance must be provided. It must be in an amount equal to or greater than the tax assessed value of the property. *(Takoma Park Code Section 6.38.060(C))*

**REGISTRATION FEE**

The annual fee for registering a Vacant Distressed Property is \$200.00, payable to the City of Takoma Park. The fee is due July 1, and unpaid registration fees will be charged a late fee of 2% for each month or portion of a month that the registration remains unpaid. Registration fees are non-refundable and are not prorated in the event a registration fee is paid for a partial year. Unpaid registration fees are a lien on the property and may be collected in the same manner as taxes collected. *(Takoma Park Code Section 6.38.080)*

**POSTING OF NOTICES**

Vacant distressed property must be posted with the name and 24-hour contact telephone number of the owner/owner’s agent or responsible party, including any local property management company. The posting must also contain words substantially similar to “THIS PROPERTY PRESERVED BY \_\_\_\_\_” and “TO REPORT PROBLEMS OR CONCERNS CALL \_\_\_\_\_”. The notice must 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 front door or the building/structure facing the street. If no such area exists, then the notice may be posted in a location that is visible from the street to the front of the property but not readily accessible to vandals. Notices shall not be illuminated or exceed 8 ½ by 14 inches in size. Exterior postings must be constructed of and printed with weather resistant materials. The owner or owner’s agent or the responsible party, property preservation company or property management company shall inspect the distressed property on at least a monthly basis to determine if the property remains in compliance with the notice posting requirements.

*(Takoma Park Code Chapter 6.38.110)*

**REMOVAL FROM THE VACANT PROPERTY REGISTRY**

Should a vacant building become occupied at any time after registration of a vacant distressed property, then the responsible party or owner, as applicable, shall file an amended registration form within fifteen (15) days of occupancy notifying the City of such occupancy along with corroborating documentation and requesting that the building be removed from the vacant property registry. The City shall remove such building from the registry within thirty (30) days of the filing of the amended registration form, unless the City determines that there is evidence of vacancy and reason to believe that the building is vacant and subject to registration. *(Takoma Park Code Chapter 6.38.090(B))*

**CERTIFICATION**

I hereby affirm that I am either the owner of the above referenced property or am authorized to act on behalf of the owner and that all of the information contained herein is true and correct to the best of my knowledge. I certify that I am in compliance with all of the registration requirements set forth above and understand that in the event there are any changes in the information contained herein, I am required by law to submit a new registration form containing valid, current information to the City of Takoma Park within 15 days of the change. *(Takoma Park Code Chapter 6.38.090).*

Signature			
Name (Print)		Date	

The completed registration form must be submitted to the City of Takoma Housing & Community Services Division  
7500 Maple Avenue, Takoma Park, MD 20912 (301.891.7255 / FAX 301.270.4568).