

Village of Newburgh Heights

Housing & Building Department

3801 Harvard Avenue, Newburgh Heights, OH 44105

P. 216-641-4654 E. housing@newburgh-oh.gov



Registration of Vacant Dwelling Structure

Property Information

PROPERTY ADDRESS: _____ EXPIRATION DATE: _____

The property located at _____, Newburgh Heights, Ohio is not occupied (vacant). I agree to notify the Building Commissioner within twenty (20) days of any change in the registration information by filing an amended registration. I agree to notify the Housing and Building Department when the property is no longer occupied and will obtain a Rental Permit (Ord: 1353.03) if the property is not owner-occupied. Renewal of the Vacant Dwelling Registration is required within one (1) year from approval of application. A Point of Sale is required before the property may be listed for sale.

Signature of Property Owner: _____ Date: _____

Owner Information

Property Owner: _____ DL/State ID (submit copy): _____

Property Owner Address: _____

City: _____ State: _____ Zip Code: _____

Property Owner Phone: _____ Email Address: _____

Real Estate Agent/Property Management Company Information

If property owner resides outside of Cuyahoga County a local (office or residency in Cuyahoga County) agent MUST be designated as the legal responsible party for the property.

Property Management Company (if applicable): _____

Primary Contact: _____

Real Estate Broker's License # / Copy of Agreement: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Primary Contact Phone: _____ Email Address: _____

Agent Signature: _____ Date: _____

Disclaimer for Registration of a Vacant Dwelling

- Any structure that contains a structure that is vacant or abandoned shall be considered a nuisance unless and until the owner, agent, lessee or party in control of the property shall, at minimum, take all actions required in this section.
- The exterior of a vacant or abandoned structure, including the property and structure, shall be maintained in compliance with all applicable ordinances of the Village, and the interior shall be maintained in a safe, secure and preserved manner to prevent and abate any threat to the health or safety of the public or anyone entering the structure, and to prevent and abate any threat of fire or health violation, or to its structural or historical integrity. The structure shall be winterized to prevent freezing of pipes, and all points of entry shall be kept locked and secure.
- Sufficient property and liability insurance shall be maintained covering the property up to an amount at least equal to the fair market value of the property
- The Commissioner may take any action necessary to inspect a vacant or abandoned property, and to abate a vacant or abandoned property nuisance, as authorized by local ordinance. Upon inspection of a vacant or abandoned structure, the Commissioner may take any action authorized by law to ensure that the property, including the structure, is maintained according to the requirements of all applicable ordinances.

Applicant Signature: _____ Date: _____

Payment Information (for office use only)

(Cod. Ord. 1351.07) Annual Registration is \$100.00. Registration is valid 1 year from date of registration.

Total Amount Paid: Cash _____ Credit Card # _____
Check # _____ Name on card _____
Exp. date _____ CVS _____