## City of Minneapolis Housing Inspection Services Vacant Building Registration Application

For Additional Information Call (612) 673-2233

Date	Address of Property	
Owner Information		
Name First	Date of Birth Middle Last	
Owner's Address (Not Property Address		
Daytime Phone (	) Evening Phone ( )	
Cell Phone ( ) _	E-mail address	
	\$6,948.00 Fee Must Accompany Application	
Mail to: Minnear Vacant 1 250 S. 4	e to Minneapolis Finance Department.  polis Inspections Division  Building Registration  th St. – Room 400  polis, MN 55415-1373	
	Important Information	
Section 249.80 (i) (1)	The owner of a vacant building shall pay an annual fee as established in the director's fee schedule pursuant to section 91.70. The current fee is \$6,948.00. Per the City Council this fee will increase on a yearly basis. The fee is imposed to recover all costs incurred by the City for monitoring and regulating vacant buildings, including nuisance abatement and administrative costs.	
Section 249.80 (i) (1)	This fee may be waived or suspended for the current year (IF NOT PAID/ COLLECTED AT CLOSING, PLEASE PROVIDE A COPY OF YOUR HUD SETTLEMENT STATEMENT) as a term on the condition of a written restoration agreement or order issued pursuant to section 249.50. Please note that a restoration agreement may require a performance bond/escrow deposit or other financial securitization in order to ensure compliance. Details of this additional cost will be included in the Restoration Agreement. The Restoration Agreement (RA) may only be signed by the legal title holder. YOU MUST CALL (612) 673-2233 WITHIN ONE MONTH OF THE DATE OF THE ATTACHED ORDER TO APPLY FOR A WAIVER AND SIGN A RESTORATION AGREEMENT.	
Section 249.80 (a) (2)	The first annual fee shall be paid no later than five (5) days after the building becomes vacant. Subsequent annual fees shall be due on the anniversary date of initial vacancy. The fee will be imposed annually until the building no longer meets the criteria for the Vacant Building Registration Program. The fees shall be paid in full before the issuance of any building permits, with the exception of a demolition permit.	
Section 249.80 (a) (3)	Unpaid fees shall be levied and collected as a special assessment against the property as provided for under section 227.100, with interest at the rate of eight (8) percent per annum on the unpaid balance thereof. Upon transfer of ownership, the new owner(s) shall be responsible for all unpaid and subsequent annual fees.	

**Please Note:** This application has been sent to you because you are identified by our records as the taxpayer, mortgage holder, and/or responsible party. If you no longer have an interest in the property, please indicate your name, when you sold the property, and to whom. Seller \_\_\_\_\_ Closing Date \_\_\_\_\_ Seller's Agent/Company \_\_\_\_\_ Agent's Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_\_Fax Number ( \_\_\_\_ ) \_\_\_\_\_ NEW Buyer/Responsible Party \_\_\_\_\_ Buyer's Address \_\_\_\_\_\_ Street Address City State Zip Code Buyer's Phone Number ( \_\_\_\_\_) \_\_\_\_ Please Provide a copy of your HUD STATEMENT **Please List any Additional Owners** Other Interested Parties \_\_\_\_\_ Street Address Address \_\_\_\_\_ City State Zip Code Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_\_ Fax Number ( \_\_\_\_ ) \_\_\_\_\_ I certify that the above information is true and correct, and I understand that I am required to notify the

Department of Inspections of any changes.

Signature of owner	Date

Address of owner

Section 249.80 (g) states: "The new owner shall register or re-register the vacant building with the director of inspections within 30 days of any transfer of an ownership interest in a vacant building. The new owner(s) shall comply with the approved plan and timetable submitted by the previous owner until any proposed changes are submitted and meet the approval of the director of inspections."

### Vacant Building Registration Plan

Please	check one of the following boxes
	<ul> <li>Sell</li> <li>Single-family dwellings and duplexes require Truth in Sale of Housing per Minneapolis Code of Ordinances, Chapter 248. Please call (612) 673-2489, option 16, for information.</li> <li>Condemned buildings are required to go through the Code Compliance process per Minneapolis Code of Ordinances, Chapter 87.</li> <li>Rehabilitate</li> <li>Condemned buildings are required to go through the Code Compliance process per Minneapolis Code of Ordinances, Chapter 87.</li> <li>NOTE that the \$6,948.00 fee may be waived if owner agrees to a signed/acceptable restoration</li> </ul>
	agreement. (if the fee has been paid at closing then this doesn't apply)  Demolish  • Permits required by licensed contractor.  Rental License
	Owner Occupancy Means you plan to homestead the property as your primary residence.  Other  • Please be specific.

- Please provide a copy of your HUD STETTLEMENT STATEMENT along with this application. You can do this either by faxing us at 612-673-2314 or by coming down in person to our office located at 250 S. 4<sup>th</sup> Street Room 300, Minneapolis, MN 55415. If you have any questions please call us at 612-673-2233.
- Visit our website at <a href="https://www.ci.minneapolis.mn.us/inspections/ch249list.asp">www.ci.minneapolis.mn.us/inspections/ch249list.asp</a> for more information about the VACANT BUILDING REGISTRATION program.

# Plan Guidelines Under Chapter 249.80(c) For use in completing the Vacant Building Registration Application

#### 1. Selling Property

- Single-Family dwellings and duplexes require a Truth In Sale of Housing (TISH), per Minneapolis Code of Ordinances, Chapter 248. If you have TISH questions please call 612-673-5840. If the property is condemned, a Code Compliance Inspection is needed to sell the property. If you have Code Compliance questions please call 612-673-5805.
- Provide name, current phone number(s), and address of listing agent, i.e. your Realtor and MLS number.
- Provide anticipated closing date
- Must provide documents proving sale, sale date, and identifying new owner (purchaser). This applies whether a realtor was used or was sold by owner.
- If sale is by contract for deed, purchaser must register the contract with Hennepin County.

#### 2. Rehabilitating Property

- If Code Compliance is required under Minneapolis Code of Ordinances, Chapter 87: Follow the Code Compliance process. You must provide a detailed plan, including dates.
- If Code Compliance is not required, Provide dates, projected timeline of project, and copies of all required permits.
- If you have Code Compliance questions please call 612-673-5805.
- If you have Boarded Building questions please call 612-673-2233.

#### 3. Demolishing Property

- Must provide a date certain for the demolition.
- Permits by a licensed contractor are required.

If you plan on **KEEPING YOUR PROPERTY** vacant, you must maintain the physical environment in accordance with Minneapolis Code of Ordinances, Section 227.90 In particular prompt abatement of all garbage, debris, tall grass, etc. You must also keep structure secure against trespassers and comply with all exterior work orders issued by Minneapolis Housing Inspections. These rules also apply to guidelines #1 and #2 listed above.