



VACANT BUILDING APPLICATION

VACANT BUILDING REGISTRY AND MAINTENANCE

Please complete & return within thirty (30) days to avoid penalties. Must be typed or legibly printed.
See reverse side/below for directions and fees.

Site Address _____

Owner _____ Applicant _____

Address _____ Phone _____ Email _____

Square footage of Building _____ Number of Stories _____

Age of Building _____ most recent Use _____

LEIN HOLDER(S) OF RECORD*

Address _____

Phone _____

IS THE PROPERTY LISTED FOR SALE?

Yes___ No___ If yes, Real Estate Agency Name _____

Address _____

Phone _____ Listed Price _____

VACANT BUILDING PLAN.

The owner must submit a **Vacant Building Plan Form**, and such other forms that may be required therein, which complies with one of the following. Please check which applies:

☐ **The building is to be demolished**

☐ **The building is to remain vacant**

☐ **The building is to be returned to appropriate occupancy or use**

Please note: All required forms must be submitted with this registration form.

SIGNATURE

_____ Date: _____

_____ Date: _____

** Attach a separate sheet for additional owners or lien holders*

Amount Paid _____ **Check #** _____ **Cash** _____

Date _____

INSTRUCTIONS TO FILLING OUT THE VACANT PROPERTY FORM

City of Blue Earth

Vacant Building Registration Form Instructions

City Hall, 125 West 6th Street PO Box 38, Blue Earth, MN 56013

Phone: (507) 526-7336; Fax: (507-526-7352); www.becity.org

DIRECTIONS FOR COMPLETION OF VACANT BUILDING REGISTRATION FORM:

PROPERTY DESCRIPTION – Provide the requested information.

OWNER – Provide the information for the owner or owners of record or a mortgagee in possession, assignee of rents, receiver, executor, trustee, lessee, other person, firm or corporation in control of the premises. Any such person shall have a joint and several obligations for compliance with the provisions of this article. The address must include a street address. A post office box is not acceptable. Provide a home or business telephone number (Tel. No.). Include an E-mail address.

CONTACT PERSON/REGISTERED PROPERTY MANAGER – Provide the name of a party who is responsible for maintenance of the property. A “contact person” may be an owner, agent, property manager, or registered property manager. The Code of the City of Blue Earth, MN 56013 requires appointment of a “registered property manager” for “Owners and Lessors, or their respective agents, of rental housing units who do not reside or maintain a principal place of business within Faribault County...” (if applicable, rental registration forms can be found online at www.becity.org). The address must include a street address. A post office box is not acceptable. The contact person or registered property manager must be reachable by telephone during business and non-business hours. Include an E-mail address.

LIEN HOLDERS -- The names and addresses of all known lien holders (lenders) with a mortgage affecting the property. The address must include a street address. A post office box is not acceptable. Provide a business telephone number (Tel. No.).

REAL ESTATE AGENCY. If the property is listed for sale, provide the requested information for the real estate agency.

VACANT BUILDING PLAN --The owner must select one of the three vacant building plans. The plans must be approved by the Enforcement Officer. Please check the appropriate plan, complete and submit the corresponding form(s).

SIGNATURE – Must be signed by the owner(s).

VACANT BUILDING REGISTRATION FEES

Registration Fee \$ 50.00

*Applicable to all vacant buildings

Remaining Vacant \$ 500.00

*According to 6b

Non-Completion \$ 500.00

*According to 6c

Returned Checks \$ 25.00

Late Charges 1.5%

Transferring Ownership all fees must be paid prior to transferring ownership

Unpaid balance added to tax bill w/ \$100.00 fee

Payment is required at time of registration. Make checks or money order payable to "City of Blue Earth".

We thank you for investing responsibly in our community.