



VACANT BUILDING REGISTRATION FORM

P.O. Box 1659, Huntington, WV 25717-1659

Phone: (304) 696-4480; Fax: (304) 696-5538

Email: vacantbuildingregistry@cityofhuntington.com

Date Filed:	Registration Type: <input type="checkbox"/> New <input type="checkbox"/> Renewal
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Property and Structure Information	
Street Address:	Parcel ID:

Property Owner* Information:	
Owner 1:	
Name:	
Street Address	
Phone:	Alt. Phone:
Owner 2:	
Name:	
Street Address	
Phone:	Alt. Phone:
<i>List additional owners on back, if necessary.</i>	

Is the Property Owner a resident of West Virginia? Yes No

If owner is not a resident of West Virginia, please designate a local agent for the property who is able to accept service of process:

Name:	
Address:	
Phone:	Alt. Phone:

Utilities:	On	Off
Electricity		
Gas		
Water		

Official Use Only:
Vacancy Date:
Initial Inspection Date:
Occupancy Date:

*If the property is owned by:

- an individual person, provide the name and residence address of that individual person;
- an estate, the name and business address of the executor of the estate;
- a trust, the names and address of all trustees, grantors, and beneficiaries;
- a partnership, the names and residence addresses of all partners with an interest of ten percent (10%) or greater;
- a corporation, the registration statement shall provide the names and residence addresses of all officers and directors of the corporation and shall be accompanied by a copy of the most recent annual franchise tax report filed with the secretary of state;
- any other form of unincorporated association, the names and residence addresses of all principals with an interest of ten percent (10%) or greater.

I understand that if any of the above information changes, it is my responsibility as the owner to notify the City of those changes within 30 days.

Property Owner Signature

Property Owner Signature

Additional Property Owner(s):	
Owner 3:	
Name:	
Street Address	
Phone:	Alt. Phone:
Owner 4:	
Name:	
Street Address	
Phone:	Alt. Phone:
Owner 5:	
Name:	
Street Address	
Phone:	Alt. Phone:
Owner 6:	
Name:	
Street Address	
Phone:	Alt. Phone:
Owner 7:	
Name:	
Street Address	
Phone:	Alt. Phone:
Owner 8:	
Name:	
Street Address	
Phone:	Alt. Phone: