



# VACANT BUILDING REGISTRATION FORM

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

Phone: (304) 696-5540 ext. 2018

Email: campbella@huntingtonwv.gov

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:	
<b>Owner 1:</b>	
Name:	
Street Address	
Phone:	Alt. Phone:
<b>Owner 2:</b>	
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 I will be charged a yearly fee for every year my property is on the vacant building registry. I also understand that 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

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