



VACANT BUILDING REGISTRATION FORM

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

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Date Filed:	Registration Type: NEW	RENEWAL
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Property and Structure Information	
Street Address:	Parcel ID:

Property owner Information *	
Name:	
Street Address:	
City, State Zip	
Phone:	Cell Phone:
Owner #2	
Name:	
Street Address:	
City, State Zip	
Phone:	Cell Phone:

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:	
City, State Zip:	
Phone:	Cell Phone:

Utilities	ON	OFF
Electricity		
Water		
Gas		

OFFICAL USE ONLY:
Vacancy Date
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. I also agree that by filling out this form to cancel the Refuse (Garbage) fee, I will receive a vacant registration fee one (1) year from today's date, only if the property is not occupied eleven (11) consecutive months.

Property Owner Signature

Property owner Signature