



## Vacant Foreclosed Property Registration

Within ten (10) business days of filing a foreclosure action on residential property located within Colerain Township that is vacant at the time of filing, the mortgagee shall submit a vacant, foreclosed property registration form for the property to the Township's Department of Building, Planning and Zoning. The mortgagee is not required to submit the form if the property is not vacant on the date of the filing of the foreclosure. However, if the property becomes vacant at any point during the foreclosure process, the mortgagee shall submit a vacant, foreclosed property registration form regarding the property to the Township's Department of Building, Planning and Zoning within ten (10) business days of the vacancy.

**Registration:**       Initial Registration       Renewal Registration

**Property Address:** \_\_\_\_\_

**Book-Plat-Parcel:** \_\_\_\_\_ **Foreclosure Filing Date:** \_\_\_\_\_ **CASE Number:** \_\_\_\_\_

### Owner or Preservation Company in control

Name and address of Mortgagee: \_\_\_\_\_

Preservation Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Business or Home Address (Not a Post Office Box): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Fee Schedule

*Mortgagee shall pay any required fees and maintain accurate registration information until the property is transferred to a bona fide owner-occupant or an unaffiliated third party, the property is reoccupied or the property is sold at judicial sale. Please see the Colerain Township Vacant Foreclosed Property Registration Resolution to review the full text which is available at: <http://www.colerain.org/department/planning-zoning/>*

*The fees for the various requirements are as follows:*

**Initial Registration Fee \$500**  
**Annual Registration Fee \$500**  
**Exception Fee \* \$50**

\*With the approval of the code official, a mortgagee may install and maintain a working burglar and fire alarm system and have an active account with a third-party alarm company. The burglar alarm system shall connect to all areas of the building subject to unauthorized human entry, including, but not limited to, all exterior doors, windows or other readily accessible openings. The burglar alarm system shall, upon detecting unauthorized entry or fire, send an automatic signal to a burglar alarm company that has twenty-four hour live operators who will monitor thy system and telephone the mortgagee of the unauthorized entry or fire, and who will also telephone the police department or fire department as applicable. Call 513-385-7505 for more information on this exemption.

The owner or agent of this building and undersigned does hereby certify that the information and statements given on the registration are to the best of his or her knowledge, true and correct.

Applicant Name (Print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

*Return this registration form, along with your fee to:*  
Colerain Township Planning and Zoning Department  
4200 Springdale Road  
Cincinnati, OH 45251  
ATTN: Vacant Foreclosed Property Registration