



CITY OF BELLBROOK

ABANDONED PROPERTIES REGISTRATION

15 EAST FRANKLIN STREET, BELLBROOK, OHIO 45305
(937) 848-4666 WWW.CITYOFBELLBROOK.ORG

ADDRESS OF FORECLOSED PROPERTY (REQUIRED)

OWNER NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

PROPERTY OWNER INFORMATION (REQUIRED)

BANK OR FORECLOSING ENTITY NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

PHONE (_____) _____ - _____ EMAIL _____

DO NOT INCLUDE POST OFFICE BOXES – DIRECT MAILING ADDRESS REQUIRED

AGENT OR CONTACT NAME _____

AGENT OR CONTACT COMPANY _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

PHONE (_____) _____ - _____ EMAIL _____

PROPERTY MAINTENANCE COMPANY INFORMATION (REQUIRED)

PROPERTY MAINTENANCE COMPANY CONTACT NAME _____

PROPERTY MAINTENANCE COMPANY _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

PHONE (_____) _____ - _____ EMAIL _____

DO NOT INCLUDE POST OFFICE BOXES – DIRECT MAILING ADDRESS REQUIRED

OFFICE USE ONLY

DATE APPLICATION RECEIVED

____/____/____

DATE PAYMENT RECEIVED

____/____/____

ABANDONED PROPERTIES REGISTRATION INFORMATION

SUMMARY OF CODE REQUIREMENTS

REGISTRATION: FOR ANY ABANDONED REAL PROPERTY LOCATED WITHIN THE CITY OF BELLBROOK, ANY FORECLOSING ENTITY THAT FILES A FORECLOSURE ACTION, ACCEPTS A DEED IN LIEU OF FORECLOSURE, BUYS REAL PROPERTY AT A SHERIFF'S SALE, OR ACCEPTS PROPERTY AS RESULT OF A GOVERNMENT INSURED MORTGAGE OR LOAN, WITHIN TEN DAYS (10) AFTER PROPERTY BECOMING VACANT, THE FORECLOSING ENTITY IS REQUIRED TO REGISTER THE ABANDONED PROPERTY WITH THE CITY OF BELLBROOK.

REGISTRATION FEE: THE FORECLOSING ENTITY IS REQUIRED TO PAY A REGISTRATION FEE OF ONE HUNDRED DOLLARS (\$100.00). IF THE FORECLOSING ENTITY IS A GOVERNMENT AGENCY, THE REGISTRATION FEE WILL BE WAIVED.

CHANGE IN REGISTRATION INFORMATION: ANY PERSON, FIRM, PARTNERSHIP, CO-PARTNERSHIP, ASSOCIATION, FIDUCIARY, BENEFICIARY, LENDER, CORPORATION OR ANY LEGAL ENTITY THAT HAS REGISTERED A PROPERTY MUST REPORT ANY CHANGE IN REGISTRATION INFORMATION, WITHIN TEN DAYS (10) OF THE CHANGE.

UNREGISTERED PROPERTIES: IF AN ABANDONED PROPERTY IS IDENTIFIED AND FOUND NOT TO BE REGISTERED WITH THE CITY OF BELLBROOK, ORDERS WILL BE ISSUED TO THE FORECLOSING ENTITY GIVING TEN DAYS TO REGISTER WITH THE CITY.

FEES TO BE PAID PRIOR TO TRANSFER OF OWNERSHIP: ALL DELINQUENT FEES SHALL BE PAID BY THE OWNER PRIOR TO ANY TRANSFER OF AN OWNERSHIP INTEREST IN THE VACANT BUILDING. A LIEN MAY BE PLACED ON THE PROPERTY TO COLLECT DELINQUENT FEES.

INSPECTION WITH CODE OFFICIAL REQUIRED: AT THE TIME OF REGISTRATION AN EXTERIOR PROPERTY MAINTENANCE INSPECTION IS REQUIRED TO BE SCHEDULED WITH A CODE OFFICIAL TO BE CONDUCTED WITHIN TWENTY BUSINESS DAYS (20) FROM DATE OF REGISTRATION. ORDERS TO CORRECT SHALL BE ISSUED FOR ANY FOUND PROPERTY MAINTENANCE VIOLATIONS.

MAINTENANCE: ABANDONED PROPERTIES ARE REQUIRED TO BE MAINTAINED IN ACCORDANCE WITH THE CITY OF BELLBROOK CODIFIED ORDINANCES.

PROPERTIES SECURED: ABANDONED PROPERTIES ARE REQUIRED TO BE MAINTAINED IN A SECURE MANNER SO AS NOT TO BE ACCESSIBLE TO ANY UNAUTHORIZED PERSONS.

APPEALS: ANY PERSON DIRECTLY AFFECTED BY A DECISION OF THE CODE OFFICIAL, NOTICE OR ORDER HAS THE RIGHT TO APPEAL TO THE PROPERTY REVIEW COMMISSION, PROVIDED THAT A WRITTEN APPLICATION FOR APPEAL IS FILED WITHIN TWENTY (20) DAYS AFTER THE NOTICE OR ORDERS ISSUED TO THE CODE OFFICIAL.

FOR MORE INFORMATION REGARDING CITY OF BELLBROOK MUNICIPAL CODE REQUIREMENTS, GO TO WWW.CITYOFBELLBROOK.ORG .

PAYMENT INFORMATION

SEND PAYMENTS AND THIS REGISTRATION FORM TO:

CITY OF BELLBROOK
15 EAST FRANKLIN STREET
BELLBROOK, OHIO 45305