



Code Enforcement & Building Inspection Department

VACANT BUILDING REGISTRATION FORM

401 Davis Avenue, Elkins WV 26241
PHIL ISNER, pisner@cityofelkinswv.com

Date Filed: _____ Registration Type (circle): **New** **Renewal**

Property & Structure Information:

Address: _____ Tax map & Parcel ID: _____

Status (circle all that apply): **Vacant** **Open** **Secure** **Exterior Maintained** **Abandoned**

Utilities (circle): **Electricity ON / OFF** **Water ON / OFF** **Gas ON / OFF**

Date Utility Terminated: _____

Owner(s)* Information (P.O. Boxes are not acceptable)

Name: _____

Address: _____

Phone Number: _____ Signature: _____

If owner* is not a resident of West Virginia, please provide a designated local property agent:

Name: _____

Address: _____

Phone Number: _____ Signature: _____

***If the property is owned by:**

- An individual person, provide the name and residence of the individual person;
- An estate, provide the name and business address of the executor;
- A trust, please provide the name and address of all trustees, grantors, and beneficiaries;
- A partnership, provide the names and residence address of all partners with an interest of 10% or more
- A corporation, provide the names and residence addresses of all officers and directors of the corporation and attach a copy of the most recent annual franchise tax report filed with the WV Secretary of State;
- Any other form of unincorporated association, provide the names and addresses of all principals with an interest of 10% or more;
- Otherwise, see definition of owner listed in §1718.03 for instances of mortgagee, vendee-in-possession, assignee of rents, etc.

Fee Schedule

< 1year = \$0
 1 year = \$200
 2 years = \$400
 3 years = \$600
 4 years = \$800
 5 years = \$1600
 >5 years = \$1600+\$300 per year over

The fee is determined by the number of years vacant, regardless of varying ownership.

STATE OF _____, COUNTY OF _____; TO WIT:

I, _____, a notary public in and for said County and State, do hereby certify that _____, whose name is signed to the writing above, has this day acknowledged the same before me. Given under my hand this ____ day of _____, _____.

My Commission expires: _____

Notary Public: _____

(SEAL)