

VILLAGE OF MORELAND HILLS
BUILDING DEPARTMENT
4350 S.O.M. CENTER ROAD
MORELAND HILLS, OHIO 44022
(440) 248-1188

VACANT DWELLING REGISTRATION

Address of the Vacant Dwelling: _____

Permanent Parcel Number of the property: _____

Owner and/or Foreclosing Entity Submitting this Registration:

Name: _____

Address: _____

Mailing Address (if different): _____

Telephone Number: _____

E-Mail Address: _____

Local Property Management Company if the owner and/or foreclosing entity is located outside of Cuyahoga County, Ohio:

Name of Company: _____

Mailing Address of Company: _____

Contact Information for the person responsible for the security, maintenance and/or marketing of the property:

Name: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

Contact Information for the person or persons with authority to manage the property:

Name: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

Name: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

Contact Information for the person or persons in control of the vacant dwelling:

Name: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

Name: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

I, hereby, acknowledge and understand that I am required to comply with Chapter 1361 of the Codified Ordinances of the Village of Moreland Hills relating to Vacant Dwelling Registration. I further acknowledge and understand that Chapter 1361 imposes certain maintenance responsibilities on the owners of vacant property and that I am required to inspect the interior and exterior of the vacant dwelling and the land upon which the dwelling is located at least once each month. I agree to provide the Building Inspector, upon request, with a copy of any such inspections.

I understand that this vacant dwelling registration must be renewed by June 1st of each year.

I further understand that I must obtain the Certificate of Inspection required by Chapter 1343 prior to transfer or sale of the above-referenced property.

Name of Owner/Foreclosing Entity Submitting this Vacant Dwelling Registration: _____

(Please Print Legibly)

Signature of Owner/Entity: _____ Date: _____

A separate application must be submitted for each vacant dwelling.

FOR OFFICE USE ONLY

Date Application and Fee Received: _____

Fee Amount: _____

Received By: _____

VILLAGE OF MORELAND HILLS
VACANT DWELLING INFORMATION

Dwelling: A dwelling is defined in Section 1121.07 of the Codified Ordinances as any building or portion thereof which is designed or used for residential purposes. The term “dwelling” includes any garage which is physically attached to the dwelling structure.

Vacant Dwelling: A vacant dwelling is defined in Section 1361.01 of the Codified Ordinances as a dwelling that is not occupied by its owner, lessee or other person in lawful possession, or at which substantially all residential occupancy has ceased, or which is substantially devoid of content. Residential occupancy does not cease when an owner occupies a dwelling for a minimum of five (5) months each calendar year and resides in another dwelling outside of the Village of Moreland Hills, provided that such owner returns to the dwelling and the owner or the owner’s agent maintains the dwelling in compliance with all applicable Codified Ordinances.

Certificate of Inspection Required Prior to Transfer: The owner of a vacant dwelling is required to obtain the Certificate of Inspection required by Chapter 1343 prior to transfer of the vacant dwelling.

Vacant Dwelling Escrow Obligation: If all Code violations relating to a vacant dwelling are not corrected prior to transfer of title, an escrow account must be established by a party to the transfer. The amount of the escrow account is not less than One Thousand Dollars (\$1,000.00) and equal to one hundred percent (100%) of the estimated costs of repair.

Registration Fee: The vacant dwelling registration fee is Twenty-Five Dollars (\$25.00) and is pro-rated on a quarterly basis.

Renewal Fee: All vacant dwelling registrations must be renewed by June 1st of each year and the cost of renewal is Fifteen Dollars (\$15.00). A late charge of Twenty-Five Dollars is assessed for each vacant dwelling registration that is not received by June 1st of each year.

Penalty: Any person violating any provision of Chapter 1343 is guilty of a misdemeanor of the first degree.