

VACANT PROPERTY EXEMPTION FORM

All vacant residential, commercial, & industrial properties within the City of Hamilton must register with the Hamilton Fire Department, in accordance with Chapter 1507 of the City of Hamilton's Codified Ordinances. Exemptions can only be considered, or granted, upon receiving the completed exemption form. Documentation is required for all exemptions.

VACANT PROPERTY

Address: _____

Parcel Number(s): _____

Date Property Became Vacant: _____

Expected Date of Occupancy: _____

ELIGIBLE EXEMPTIONS

Active Construction

Your property is considered under "active construction" if you have valid building permits on file with the City of Hamilton. You will be exempt from registration until the expiration of the longest running, active permit.

SUBMIT: Copy of a valid building permit(s) issued by the City of Hamilton.

Fire & Extreme Weather Damage

Property that has suffered fire damage or damage caused by severe weather conditions is exempt from registering for a period of ninety (90) days after the event, contingent on the owner submitting a request for exemption to the Fire Chief. The request should include a comprehensive plan to either repair and reoccupy the property, or demolish the structure, as quickly as possible.

SUBMIT: A detailed timeline for rehabilitation or demolition of the property and photos of the damage.

For Sale with Licensed Realtor

Proof that your property is listed for sale with a licensed State of Ohio Realtor will grant you exemption for a period of twelve (12) months. Valid for the first year of vacancy only.

SUBMIT: Copy of active listing agreement with a licensed State of Ohio real estate company.

Good Cause Exemption

If you feel you have a good cause exemption, you may submit your request to the Fire Chief for review. The following will be considered in your request for an exemption: your prior record of violations of State and City Housing, Building, and Property Maintenance Codes; amount of vacant property you own; length of time the property has been vacant.

SUBMIT: A detailed narrative explaining your request for exemption; the length of time your property has been vacant; if you have any active code violations; a list of all properties you own or are invested in within the City of Hamilton.



VACANT PROPERTY EXEMPTION FORM

PROPERTY OWNER INFORMATION

No PO Boxes Permitted

Owner's Name: _____

Owner's Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Emergency Phone: _____ Date of Birth: _____

Social Security/Tax ID #: _____ Email Address: _____

Type of Ownership: Sole Proprietorship Partnership Corporation Trust Other

Statutory Agent of Corporation or Partnership: _____

If owner is a partnership, corporation, or trust, complete the following for one partner, officer, or trustee:

Name & Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Emergency Phone: _____ Date of Birth: _____

Social Security/Tax ID #: _____ Email Address: _____

AUTHORIZED AGENT

The authorized agent must be a resident of Butler County or a contiguous county who is authorized in writing by the owner to be responsible for the security and maintenance of the building and property, and has access at all times.

Name & Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Emergency Phone: _____ Date of Birth: _____

Social Security/Tax ID #: _____ Email Address: _____

LIEN HOLDERS OR OTHERS WITH LEGAL INTEREST

Name & Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Emergency Phone: _____ Date of Birth: _____

Social Security/Tax ID #: _____ Email Address: _____

VACANT PROPERTY EXEMPTION FORM

LIST OF ADDITIONALLY OWNED PROPERTY(S)

List all additionally owned property(s) within the City of Hamilton, including the address, and name or LLC's that they are registered under. Use additional attachments if necessary.

Property Address #1: _____
 Property Owner/LLC: _____
 Property Address #2: _____
 Property Owner/LLC: _____
 Property Address #3: _____
 Property Owner/LLC: _____
 Property Address #4: _____
 Property Owner/LLC: _____
 Property Address #5: _____
 Property Owner/LLC: _____

ACKNOWLEDGEMENT OF RESPONSIBILITY

It is the joint responsibility of the Owner and/or Authorized Agent to ensure the information provided is complete and accurate. Failure to comply is a misdemeanor offense. The City of Hamilton's Vacant Residential, Commercial, and Industrial Property Ordinance requires the Owner and/or Authorized Agent to meet all city codes and conditions of the approved vacant property plan.

Applicant Name: _____
 Signature: _____ Date: _____

NOTARY

I, _____, hereby acknowledge that the information provided above is complete and accurate. I have read and understand Chapter 1507 of the City of Hamilton's Codified Ordinances for owning a vacant residential, commercial and industrial property in the City of Hamilton and agree to comply with these requirements. In accordance with this Ordinance, I agree to notify any future owner of this vacant building registrations.

Applicant's Signature: _____ Date: _____

Subscribed and duly sworn before me according to the law, by above named application this day _____ in the City of _____, State of _____.

Notary Signature
