

**I. APPLICANT INFORMATION**

Name of the Applicant (Owner or Creditor):			
Local Contact Person, including full name and title, who is located within Kentucky:			
Business or Home Address (Not a P.O. Box):			
Phone Number:		Email Address:	

**II. PROPERTY INFORMATION**

Property Address:			
Name of Owner:			
Registration Type (Check Appropriate Box)	<input type="checkbox"/> Initial Six-Month Registration <input type="checkbox"/> Renewal Six-Month Registration <input type="checkbox"/> Annual Registration		

**III. FEE SCHEDULE**

*Creditor or owner shall pay all 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 a judicial sale. (See City of Dayton Ordinance No. 2021-#14, on back of form.)*

The fees for the various requirements are as follows:

1. Initial Six-Month Registration Fee: \$500.00
2. Renewal Six-Month Registration Fee: \$500.00
3. Annual Registration Fee Thereafter: \$1,000.00

**IV. ACKNOWLEDGEMENT & SIGNATURE:**

The Applicant (Creditor or Owner or Agent thereof) of this property and undersigned does hereby certify that this information and statements given on this registration are true and correct to the best of his or her knowledge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**More information available on back of form.**

**Make checks payable to City of Dayton.**

**Office Use Only.**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

**Ordinance No. 2021 # 14, Section 157.03**

**REGISTRATION:**

(A) Within ten (10) business days of a creditor filing a foreclosure action on real property that is vacant at the time of filing or within ten (10) days of the real property becoming vacant after the filing, the creditor shall complete and submit a vacant property registration Form to the City Code Enforcement Director or his or her designee.

(B) For all other vacant real property, no later than sixty (60) days after this property becomes vacant, the owner of this property shall complete and submit a vacant property registration Form to the City Code Enforcement Director or his or her designee. If the property owner is actively rehabbing the property or has publicly advertised it for sale or rental, the property owner may request, in writing, that the City grant an additional sixty (60) day extension to this registration requirement.

(C) Registration of any vacant real property under this provision shall include the address of the real property, the name, and address of the owner of the real property, the name, and address of the creditor who has instituted a foreclosure action, or the creditor's authorized agent located within the Commonwealth of Kentucky for acceptance any notice required herein, if applicable.

(D) The creditor of vacant, foreclosed real property or owner of any vacant real property shall notify the City Code Enforcement Director or his or her designee, within ten (10) business days of any change of information on the vacant property registration form. The vacant property registration form shall be maintained with accurate information until the creditor or owner notifies the City Code Enforcement Director or his or her designee, in writing, that the property has sold at a judicial sale, reoccupied, or transferred to an unaffiliated third party. The name and address of the new owner or individuals occupying the property shall be provided in writing to the City Code Enforcement Director or his or her designee.

**Ordinance No. 2021#14, Section 157.04**

**REGISTRATION FEES:**

(A) The creditor of vacant, foreclosed property or the owner of vacant real property shall pay an initial registration fee of five hundred dollars (\$500), and if the property remains vacant for more than six (6) months thereafter, then the property owner shall pay second \$500 registration fee, and for each year after payment of the initial registration fee, the creditor or property owner shall pay one thousand dollars (\$1,000) annual registration fee until such time that the foreclosure action is dismissed, the property is sold at a judicial sale, the property is reoccupied, or until the property is transferred to an unaffiliated third party.

(B) If registering property under § 157.03(B), § 157.04(A) shall apply; however, payment of the initial registration fee may be deferred by the property owner for ninety (90) days from the date of registration if the real property is publicly advertised for sale or rental by the owner or the property owner is actively rehabbing the property occupancy or resale. The city may grant a second deferment from paying the registration fee for a period of another ninety (90) days upon written request from the property owner to City Code Enforcement Director or his or her designee, but only if the real property is still publicly advertised for sale or rental by the property owner or still undergoing rehab for occupancy or resale and the property owner provides proof that a reasonable effort is being made to sell or rehab the real property.