

Economic & Community Development Department

Vacant Building Registration Form

Phone: 304-234-3601 Fax: 304-234-3683 www.WheelingWV.gov

1500 Chapline Street - Room 308 Wheeling, West Virginia 26003

Date Filed:	Registration Type (circle):	New	Renewal	
				-

Property & Structure Information

Address:					Tax I	Map & Parcel	ID:		
Status (circle all that are true):	Vacant	Ор	en	Secure		Exterior M	aintained	Abar	ndoned
Utilities:	electricity:	on	off	water:	on	off	gas:	on	off
Date utility terminated:									

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

If the property is owned by:

- an *individual person*, provide the name and residence of the individual person;
- an estate, please 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, the names and residence address of all partners with an interest of 10% or greater;
- a <u>corporation</u>, 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 from of <u>unincorporated association</u>, the names and residence addresses of all principals with an interest of 10% or greater.
- Otherwise, see definition of owner listed in §1718.03 for instances of mortgagee, vendee-in-possession, assignee of rents, etc.

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	:		
<u>Fee Schedule</u> <1 year = \$0	STATE OF WEST VIRGINIA, COUNTY OF O	HIO:		
1 year = \$ 500 2 years = \$1,000 3 years = \$2,000	I,, a notary public in and for said state, do hereby certify that			
5 years = \$2,000 4 years = \$3,500 5 years = \$4,000 5 years+= \$4,000+\$300 per yr.	whose name is signed to the writing above, has this			
	day acknowledged the same before me. Given under my hand this day of,			
The fee is determined by the number of years vacant, regardless of varying ownership.	My Commission expires:	NOTARY SEAL		
A one time waiver or extension of a waiver may be granted by the City Manager as outlined in §1718.07(2) of city code.	Notary Public			

If the status of this information changes, it is the responsibility of the owner to contact this office in writing advising of those changes within 30 days.

(Attach additional sheets if necessary.)