

FORT THOMAS, KY
Vacant Property Registration Form
Ft. Thomas Ordinance O-4-2018

Initial Registration Fee \$100.00
Annual Registration Fee \$100.00

Registration: Initial Registration Renewal Registration

Property Address: _____
Book-Plat-Parcel: _____
Date of Foreclosure Action: _____

Name of Creditor: _____
LOCAL Contact Person Name & Title: _____
Business or Home Address (Not a Post Office Box):

Phone #: _____ **Alternate phone #** _____
Fax Number: _____
Email Address: _____



Section 1. Purpose

It is the purpose and intent of this ordinance to establish a vacant residential property registration and maintenance program a mechanism to protect neighborhoods and minimize hazards to persons and property as a result of the vacancy.

Section 2. Definitions

As used in this ordinance:

- a) "Creditor" means a federal or state chartered bank, savings bank, savings and loan association, or credit union, and any entity acting on behalf of the creditor named in the debt obligation including, but not limited to, servicers; and
- b) "Residential property" means real property with one (1) to four (4) dwelling units.
- c) "Vacant" means a residential property with no legal resident or tenant. Evidence of vacancy includes any condition that on its own, or combined with other conditions present, would lead a reasonable person to believe that the property is vacant. Such conditions include but are not limited to overgrown or dead vegetation, accumulation of flyers, mail, or trash, disconnected utilities, the absence of window coverings or furniture, and statements by neighbors, delivery persons, or government employees.

Section 3. Registration

- a) Prior to filing a complaint of foreclosure or executing a deed in lieu of foreclosure on a residential property located in the City of Fort Thomas, a creditor shall inspect the property to determine whether the property is vacant. If the property is vacant, the creditor shall, on the same day the complaint of foreclosure is filed or the deed in lieu of foreclosure is executed, register the property as a vacant property with the City of Fort Thomas in which the property is located for the purpose of minimizing hazards to persons and property as a result of the vacancy.

- b) If a residential property becomes vacant at any time after a creditor files a complaint of foreclosure or executes a deed in lieu of foreclosure, but prior to vesting of title in the creditor or a third party, the creditor shall, within ten (10) business days after obtaining knowledge of the vacancy, register the property as a vacant property with the City of Fort Thomas.
- c) Registration of a property as vacant property shall include the address of the property, the name of the creditor, and the name, address, and telephone number of a person located within the Commonwealth of Kentucky who is authorized to accept service of process on behalf of the creditor.
- d) An annual registration fee shall accompany the registration form. The annual fee for registering vacant residential property shall be One Hundred Dollars (\$100.00) made payable to "City of Fort Thomas" and submitted to the zoning administrator along with the required Registration Form. Should the property remain vacant for longer than one year, the creditor must renew the vacant property's registration by submitting a new Registration Form and the annual fee to the Zoning Administrator.

Section 4. Maintenance

- a) If a residential property becomes or remains vacant as provided in Section 3, but prior to vesting of title in the creditor or any third party, and the city determines the property is in violation of any ordinance regulating a nuisance, the city may notify the creditor of the violation by providing notice of the violation by certified mail, return receipt requested, to the person identified in subsection (a) of this section, and may require the creditor to correct the violation to the extent consistent with the terms of the mortgage.
- b) A notice of violation shall include a description of the conditions that give rise to the violation with the notice of violation and shall provide a period of not less than twenty (20) days from the creditor's receipt of the notice for the creditor to remedy the violation.

Section 5. Enforcement

- a) If the creditor fails to remedy the violation within the stated period, the city may issue a citation and impose penalties against the creditor for violation of any ordinance.
- b) Any creditor that fails to register vacant residential property with the city shall be subject to a civil fine of Five Hundred Dollars (\$500.00) payable to the city for each day of delinquency.
- c) The City shall possess a lien on the property for all fines, penalties, charges, attorney's fees, abatement costs, and all other reasonable costs associated with enforcing this Ordinance, including the cost of placing a lien on a parcel of real estate, pursuant to this Ordinance.

The owner or agent of this building and undersigned does hereby certify that the information and statements given on the registration are to the best of his or her knowledge, true and correct.

Applicant's Signature: _____ **Date:** _____

Return this registration form, along with your fee to: City of Fort Thomas, Attn: Zoning Administrator, 130 North Fort Thomas Avenue, Fort Thomas, KY 41075 jrice@ftthomas.org, 859-572-1210