New Vacant Building Registration Form

City of Austin
500 4th Ave NE
Austin, MN 55912

FOR OFFICE USE ONLY
Receipt No: _____
Receipt Date: _____
Amount Due: $ 240 /VACANTFEE
Entity Number: _____

Pursuant to Austin City Ordinance §4.26 Vacant Building, either a vacant building owner or local agent or manager must register all vacant buildings with the City of Austin. In the case of a transfer of ownership or change in management, the vacant building owner or local agent or manager must complete and submit a registration form for each and every vacant building affected by the transfer.

Type of Dwelling:	Registration Fees:
Single Family/Townhome/Condo	$240
Multi-Family	$240
Commercial	$240

SECTION A: Property Owner

Property Owner and other responsible parties, lien holders, property managers, business entities:

Address:

Owner's Phone:	Email Address:

SECTION B. Property Information

Address		Number of Buildings/Units:
Tax Parcel Identification Number:	Date of Vacancy:	Utilities Status: (Water, Sewer, Gas, Electricity)
	Duration of Vacancy:	

SECTION C. Local Agent/Manager and/or other responsible parties (as applicable)

A local agent/manager is any natural person who has been delegated by the property owner the charge, care, or control of a property and is able to respond in person to issues related to the property.

First Name	Last Name	Phone (Mobile):
Address:	Email Address:	

Notice to Applicants:

- The City of Austin Vacant Building Department must be notified within 10 business days of any change to the information on this application or if the property is sold or otherwise conveyed in any way.

- Owner or local agent/manager shall register a vacant building with the city no later than 120 days after the building becomes vacant.

- Property plan shall be completed within 30 days after the building is registered
- If the owner does not comply with the property plan or maintain or correct nuisance violations, the city may commence abatement and recover its cost for correction of those items
- If the registration fee or any portion thereof is not paid within 60 days after billing or within 60 days after any appeal becomes final, the City Council may certify the unpaid fees against the property.
- Completion of the registration process and payment of the fee, the city will issue a vacant building registration to the owner. The owner shall securely post the registration on the vacant building on the side entrance door, where possible, that is not generally visible from the public street.
- The inspector, may conduct inspections on any vacant building in the city for the purpose of enforcing and ensuring compliance with this section and other applicable regulations.
- Fines and other penalties may apply.

Government Data Practices Act: The data you supply on this form will be used to administer the vacant building program. Some of the data will be classified as public data. Private financial information including tax identification numbers and social security numbers are classified as private data and is available to governmental personnel and other governmental agencies whose access is necessary to perform their official duties.

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

SIGNATURE	POSITION	DATE

****Office Use Only****

Registration Issued Date:

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