

Richmond Vacant Building Registration

Building Address: _____

Length of Vacancy: Years _____ Months _____

Corporate Name _____

Organization Type: LLC Trust Non-Profit Individual

Other: _____

Owner Contact Information

Last _____ MI _____ First _____

Owner Address _____

City _____ State _____ Zip _____

Phone # _____ Fax# _____ Cell# _____

E-mail _____

Agent Contact Information (if different than owner)

Company Name _____

Last _____ MI _____ First _____

Agent Address _____

City _____ State _____ Zip _____

Phone # _____ Fax# _____ Cell# _____

E-mail _____

Registration Requirements

A building that has been continuously vacant for over 12 months and meets the definition of "derelict" as found in the Code of Virginia §15.2-907.1 must be registered. Registration requires the completion of this form and submission of the \$100.00 annual fee. Failure to register shall result in a two hundred dollar (\$200.00) civil penalty or in a two hundred fifty dollar (\$250.00) civil penalty if the property is located in a conservation or redevelopment area or in a designated blighted area. Upon re-occupancy, the owner shall notify the department of planning and development review in writing.

Please make all checks payable to the City of Richmond.

Check # _____ Print Name _____

Date _____ Owner/Agent Signature _____