

Community Development Department – Code Enforcement

450 Civic Center Plaza, Richmond, CA 94804

<http://www.ci.richmond.ca.us/codeenforcement>

(510) 621-1279



Vacant Property Registration Form

(Attach additional sheets if necessary)

Registration Date: _____

Vacant Building Address: _____ Assessor's APN No: _____

Owner(s):

Full Name (PRINT): _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email Address: _____

Lien Holder(s) or Others with
Legal Interest in the
Property:

Full Name (PRINT): _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email Address: _____

Name of Maintenance Company or
Property Manager:

*Can be a realtor, leasing agent,
management company or other party
with direct or indirect control or
authority over the building.*

Full Name (PRINT): _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email Address: _____

Relationship to Owner/Lien Holder: _____

Date building became vacant: _____

Acknowledgement of Responsibility: The undersigned owner/agent: 1) certify that the information herein is complete and accurate; 2) assumes responsibility for maintaining and securing the subject building in conformity with the City of Richmond Municipal Code Section (RMC) 6.38 and other applicable codes; 3) the registration fee of \$166.00 is attached and 4) acknowledges the responsibility to notify the city in writing within 30 days of any changes to information contained in this registration form.

Owner or Agent: _____ Signature: _____
(Please Print Name)

Owner Self Inspection Checklist

Vacant Building Address: _____ Assessor's APN No.: _____

- Property is actively listed for sale
Listing agent and phone number: _____ Listing Date: _____

- Property sale is pending _____ Closing Date: _____

- Building is being renovated. Completion Date: _____
- All required permits have been issued. Permit(s) #. _____; or
- Applications for all required permits will be submitted by: _____
- Code Compliance inspection performed on: _____ Compliance Date: _____
- Seller to make repairs prior to closing; or
- Buyer is to assume responsibility for repairs.
Provide Buyer's name _____; or
- Not sure at this time which party will assume responsibility for repairs

- Date by which property is to be occupied: _____

- Owner/responsible party attests that the following steps have been or will be taken. **For any boxes left unchecked, you must provide a date by which the item will be completed.**
- The building is secured against unauthorized entry by persons or pests in accordance to the standards of RMC 6.38.090 and 6.38.100
 - The interior and exterior of the building or structure have been cleared of all trash, junk, garbage, debris, and solid waste, and personal possessions (RMC 6.38.100 (b) (3))
 - All utility services to the building or structure have been terminated by the removal of the meters and termination of electric power at the pole (RMC 6.38.100 (b) (1)).
 - The sewer has been capped to prevent the accumulation of methane gas in the building or structure (RMC 6.38.100 (b) (2)).
 - Water services are off.
-
- Owner/responsible party affirms that the subject property shall be maintained in compliance with all applicable property maintenance regulations and city codes including, but not limited to the following:
- | | | |
|----------------------|-----------------------------------|-----------------|
| Nuisances | Overgrown grass, weeds and bushes | Animals |
| Exterior maintenance | Motor vehicles | Abandoned pools |
| Dead/hazardous trees | Garbage and refuse | |
| Fence maintenance | Graffiti | |

Signatures	Owner/Responsible Party: _____	Date: _____
	City Review/Approval by: _____	Date: _____

Disclosure Statement for Limited Liability Companies

Whenever the owner of a property or the applicant for a City permit or license is a limited liability company (“LLC”), the LLC shall provide the City with the names and business addresses of any and all shareholders, directors, officers, members, managers, other authorized persons, partners, and “Beneficial Owners” of the applying LLC. A Beneficial Owner is any person or entity who: (1) exercises substantial control over the applying LLC; (2) owns 25% or more of the interest in the applying LLC; or (3) receives substantial economic benefits from the assets of the applying LLC. If any LLC shareholder, director, officer, member, manager, other authorized person, partner, or Beneficial Owner is itself an LLC or other business entity, the names and business addresses must also be provided for any and all shareholders, directors, officers, members, managers, other authorized persons, partners, and Beneficial Owners of that LLC or other business entity all the way up through each entity in the organizational chart until ultimate ownership by individual people is disclosed.

Name: _____

Title: _____

Address: _____

Name: _____

Title: _____

Address: _____

Name: _____

Title: _____

Address: _____

Check this box if additional ownership information is attached to this Disclosure Statement.

In signing this Disclosure Statement, I represent that the information submitted in this Disclosure Statement, and any attachments, is true and correct.

Signature: _____

Printed Name: _____

Title: _____

Date: _____