



Village of Russells Point

Village of Russells Point * 433 S.R. 708, P.O. Box 30 * Russells Point, OH 43348
Telephone; (937) 843-2245 ext 4 * Fax: (937) 843-9956

Abandoned Property Registration

Please fill out the required information below

Fee: \$100.00	New Registration		Renewal Registration	
Property Information <i>(Please print or type)</i>				
Property Address :				
#	Street	City	Commercial	State Zip
Check the box that applies:				
Single family	Multi-family	Apartment Bldg		
Foreclosing Entity Information <i>(Please print or type)</i>				
Foreclosing entity name :				
Address <i>(No P.O. Boxes)</i> :				
#	Street	City	State	Zip
Phone :		Fax :		
E-mail :				
Statutory Agent / Representative name :				
Business Address :				
#	Street	City	State	Zip
Phone :		Fax :		
Local contact and/or Maintenance Company Information <i>(Please print or type)</i>				
Local contact name :				
Address :				
#	Street	City	State	Zip
Phone :		Fax :		
E-mail:				
24 hour contact Phone :				

Both pages required for registration



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Abandoned Property Registration Form

Registration Fee

A \$100.00 registration fee is to be paid at the time of registration. The fee and registration shall be valid for 12 months from the date of paid registration. Should the property remain vacant at the end of the 12 months, the property must be re-registered along with a \$50.00 registration fee. Make checks to the Village of Russells Point.

Required Inspection

Within 20 days of registration an interior/exterior inspection must be scheduled with a Village of Russells Point Code Official. A representative from the foreclosing entity or the local management company must be present during the interior inspection. Failure to schedule inspection shall result in legal action being taken by the Village.

Once the registration has been received, an inspector will call to schedule an inspection.

Telephone or E-mail for contact:

Required Signature

Registration form completed by :

(Please print name)

Title/Relation to property :

Signature :

Date :

****Both pages required for registration****