



City of Harlem, Georgia
"Making a Difference Together"

320 North Louisville Street
Harlem, GA 30814
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706-556-3293
www.harlemga.org

Vacant Property Registration and Renewal Form

It is the duty of each owner of any vacant residential building or dwelling subject to the Ordinance codified as Article "Registration of Vacant and Foreclosed Real Property", to file a registration statement, in paper or electronic form, with the Planning and Zoning Department within 30 days after the building or dwelling becomes vacant or foreclosed upon.

The registration shall remain valid for twelve (12) months from the date of registration. In the event that ownership of a registered structure changes during this period, the new owner shall file an amended registration statement within 30 days of accepting the vesting instrument. The owner shall be required to renew the registration for successive twelvemonth periods as long as the building or dwelling remains vacant for any part thereof.

Registration is not required where ownership of the real property is transferred within 90 days pursuant to a deed under power of sale, a deed in lieu of foreclosure, or to the first subsequent transferee after the vacant real property has been acquired by foreclosure under power of sale or acquired pursuant to a deed in lieu of foreclosure.

At the time of filing of the registration statement, the owner shall pay a registration or renewal fee (as applicable) in the amount of **\$25 for each registered building or dwelling** (excluding accessory buildings). No registration statement shall be deemed filed unless the fee has been paid. For a parcel of land containing two or more buildings under common ownership, only one registration statement shall be required to be filed but there shall be a fee of \$25 per vacant building, regardless or the number of dwelling units within such building.

Owners may elect to mothball in lieu of repairing or demolishing the structure. The three highest priorities for this procedure are to protect the building from sudden loss, to weatherize the property to stop moisture penetration and to control the humidity levels inside once the building has been secured. The cost of the mothballing permit is \$25, which includes a compliance inspection and will be inspected annually. A separate building permit may be required for building repairs.

Minimum Procedures for Mothballing

1. Building's roof should be weather tight.
 2. Windows should be covered on the exterior with high grade plywood cut to fit within the window opening.
 3. Water should be turned off and the pipes drained.
 4. All electrical systems not necessary for security, fire prevention, and/or ventilation should be disconnected.
 5. Exterior walls and exterior surfaces shall be free of breaks, holes, loose or missing materials to prevent deterioration.
 6. Potential points for water intrusion should be blocked and the water diverted away from the building.
 7. Loose architectural elements should be documented, removed, and stored on site.
 8. Chimneys should be securely blocked with heavy duty wire mesh to prevent animal intrusion.
 9. The building should be adequately ventilated.
 10. Vegetation around the building should be pruned back from the walls a minimum of 12 inches to allow good airflow.
 11. The owner shall establish a maintenance and monitoring schedule for the building. The schedule, at a minimum, should require that a drive-by inspection be done on a monthly basis, that a walk around be done every three months, and that the building be entered and inspected annually.
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FORECLOSED OR VACANT PROPERTY REGISTRATION FORM

Review Local Government Instructions Before Completing

COUNTY: Columbia TAX PARCEL #:

THIS PROPERTY IS CURRENTLY VACANT (y/n):

**IF THIS FORM IS SUBMITTED TO UPDATE A PRIOR REGISTRATION, THE COUNTY AND TAX ID# MUST BE ENTERED ABOVE, AND THE NEW INFORMATION INPUT BELOW--- AND ENTER " YES" HERE:
IF THIS PROPERTY HAS NOW BEEN RE-CONVEYED, Enter DATE:**

This Space for Government Use Only.

PROPERTY INFORMATION

Street Address:

City: Zip Code:

Conveyance Document: Deed Book: Page:

AGENT INFORMATION (Agent for Property Owner)

Agent Bus. Name: No Bus. Name
First Name Middle Name Last Name Suffix

Phone 1 Phone 2 Fax Email

Street Add - No PO Box Street Unit# City Zip
Mail Address: Street Address:

PROPERTY OWNER INFORMATION (Owner, Lender, Mortgagee, or Creditor)

Bus. Name: Title: No Bus. Name
First Name Middle Name Last Name Suffix

Phone 1 Phone 2 Fax Email

OWNER MAILING ADDRESS

OWNER STREET ADDRESS (no PO Box)

CITY

CITY

STATE/PROVINCE COUNTRY ZIP CODE

STATE/PROVINCE COUNTRY ZIP CODE

ACKNOWLEDGEMENTS

REGISTRANT ACKNOWLEDGES THAT ANY CHANGE TO THE ABOVE INFORMATION REGARDING THE PROPERTY, AGENT, OR OWNER MUST BE SUBMITTED WITHIN 30 DAYS OF THE CHANGE. REGISTRANT HAS AND HAS READ THE LOCAL GOVERNMENT'S INSTRUCTIONS FOR THIS FORM.

DATE THIS FORM SUBMITTED: SIGNATURE: PRINT NAME:

(Name entered here on electronic form acts as digital signature.) PHONE #:

This form to be filed with local government by mail, email, or delivery per instructions. DCA FVPR-1 6-2012