



Code Enforcement & Building Inspection Department

VACANT BUILDING REGISTRATION FORM

401 Davis Avenue, Elkins WV 26241

Jessie Kittle, jkittle@cityofelkinswv.gov

Date Filed: _____

Registration Type (circle): New Renewal

Property & Structure Information:

Address: _____ Tax map & Parcel ID: _____

Status (circle all that apply): Vacant Open Secure Exterior Maintained Abandoned

Utilities (circle): Electricity ON / OFF Water ON / OFF Gas ON / OFF

Date Utility Terminated: _____ _____ _____

Owner(s)* Information (P.O. Boxes are not acceptable)

Name: _____

Address: _____

Phone Number: _____ Signature: _____

If owner* is not a resident of West Virginia, please provide a designated local property agent:

Name: _____

Address: _____

Phone Number: _____ Signature: _____

***If the property is owned by:**

- An individual person, provide the name and residence of the individual person;
- An estate, provide the name and business address of the executor;
- A trust, please provide the name and address of all trustees, grantors, and beneficiaries;
- A partnership, provide the names and residence address of all partners with an interest of 10% or more
- A corporation, provide the names and residence addresses of all officers and directors of the corporation and attach a copy of the most recent annual franchise tax report filed with the WV Secretary of State;
- Any other form of unincorporated association, provide the names and addresses of all principals with an interest of 10% or more;
- Otherwise, see definition of owner listed in §1718.03 for instances of mortgagee, vendee-in-possession, assignee of rents, etc.

Fee Schedule

< 1year = \$0

1 year = \$200

2 years = \$400

3 years = \$600

4 years = \$800

5 years = \$1600

>5 years = \$1600+\$300 per year over

**The fee is determined by the
number of years vacant,
regardless of varying ownership.**

STATE OF _____, COUNTY OF _____; TO WIT:

I, _____, a notary public in and for said County and State,
do hereby certify that _____, whose name is signed to the
writing above, has this day acknowledged the same before me. Given under my hand this
____ day of _____, _____.

My Commission expires: _____

Notary Public: _____

(SEAL)