

Village of Moreland Hills  
Building Department  
4350 SOM Center Road  
Moreland Hills, OH 44022  
440-248-1188  
[building@morelandhills.com](mailto:building@morelandhills.com)

Initial Registration: \$25.00  
Renewal: \$15.00  
Late Fee: \$25.00

## VACANT DWELLING REGISTRATION

Address of the Vacant Property: \_\_\_\_\_

Permanent Parcel Number: \_\_\_\_\_

Owner and/or Foreclosing Entity submitting this registration:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Local Property Management Company, if property owner/foreclosing entity is located outside of Cuyahoga County, Ohio:

Name of Company: \_\_\_\_\_

Mailing Address of Company: \_\_\_\_\_

Contact information for the person responsible for the security, maintenance, and/or marketing of the property:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact information for the person or persons with authority to manage the property:

Name (1): \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name (2): \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact information for the person or persons in control of the vacant property:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I, \_\_\_\_\_, hereby acknowledge and understand that I am required to comply with Chapter 1361 of the Codified Ordinances of the Village of Moreland Hills relating to Vacant Dwelling Registrations. I further acknowledge and understand that Chapter 1361 imposes certain maintenance responsibilities on the owners of vacant property and that I am required to inspect the interior and exterior of the dwelling and the land upon which the dwelling is located at least once each month. I agree to provide the Building Inspector, upon request, with a copy of any such inspections.

I understand that this vacant dwelling registration must be renewed by **June 1<sup>st</sup>** of each year. A late charge of \$25.00 shall be paid for each rental dwelling registration that is not renewed by June 1<sup>st</sup> of each year.

I further understand that I must obtain the Certificate of Inspection required by Chapter 1343 at the time of initial registration and prior to transfer or sale of the above-referenced property.

Name of Owner/Foreclosing Entity Submitting this Vacant Dwelling Registration:

\_\_\_\_\_ (Please print legibly)

Signature of Owner/Entity: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date application and fee received: \_\_\_\_\_

Fee Amount: \_\_\_\_\_

Initial Registration: \_\_\_\_\_

Renewal Registration: \_\_\_\_\_

Late Fee: \_\_\_\_\_

Received by: \_\_\_\_\_

## **Village of Moreland Hills Vacant Dwelling Information**

**Dwelling**: A dwelling is defined in Section 1123.03 of the Codified Ordinances as any building or portion thereof which is designed or used for residential purposes. The term “dwelling” includes any garage which is physically attached to the dwelling structure.

**Vacant Dwelling**: A vacant dwelling is defined in Section 1361.01 of the Codified Ordinances as a dwelling that is not occupied by its owner, lessee, or other person in lawful possession, or at which substantially all residential occupancy has ceased, or which is substantially devoid of content. Residential occupancy does not cease when an owner occupies a dwelling for a minimum of five (5) months each calendar year and resides in another dwelling outside of the Village of Moreland Hills, provided that such owners returns to the dwelling and the owner or the owner’s agent maintains the dwelling in compliance with all applicable Codified Ordinances.

**Certificate of Inspection Required**: The owner of a vacant dwelling within the Village shall obtain the Certificate of Inspection required by Chapter 1343 prior to transfer of the vacant dwelling.

**Registration Fees**: The vacant dwelling registration fee is twenty-five (\$25.00) and is pro-rated on a quarterly basis.

**Renewal Fee**: All vacant dwelling registrations must be renewed by June 1 of each year, and the cost of the renewal is fifteen dollars (\$15.00). A late charge of Twenty-Five Dollars (\$25.00) is assessed for each vacant dwelling registration that is not received by June 1<sup>st</sup> of each year.

**Penalty**: Any person violating any provision of Chapter 1343 is guilty of a misdemeanor of the first degree.