

**Application Form  
VBR**

**Housing Inspections Services  
Regulatory Services**  
250 South 4<sup>th</sup> Street – Room 300  
Minneapolis, MN 55415  
Office 612-673-3000 or 311  
Fax 612-370-3699  
TTY 612-673-2157  
[www.minneapolismn.gov/inspections](http://www.minneapolismn.gov/inspections)



*Office Use Only*

LIC # \_\_\_\_\_

Amount \$ \_\_\_\_\_

Flag(s) \_\_\_\_\_

CSR Initials \_\_\_\_\_ Date \_\_\_\_\_

**VACANT BUILDING REGISTRATION APPLICATION**

PROPERTY ADDRESS (INCLUDE ADDRESS #, STREET NAME, & DIRECTIONAL)

OWNER INFORMATION			
NAME			
BUSINESS NAME or D/B/A NAME			
MAILING ADDRESS	CITY	STATE	ZIP
CONTACT PHONE	EMERGENCY PHONE (if different)		
EMAIL			

IMPORTANT INFORMATION	
MCO 249.80(j)(1)	The owner of a vacant building shall pay an annual fee as established in the director’s fee schedule, pursuant to MCO 91.70. The current fee is \$7,087.00. This fee may increase on a yearly basis. The fee is imposed to recover all costs incurred by the City for monitoring and regulating vacant buildings, including nuisance abatement and administrative costs.
MCO 249.80(j)(1)	This fee may be waived or suspended for the current year (if not paid and collected at closing, please provide a copy of your HUD settlement statement) as a term on the condition of a written restoration agreement (RA) or order issued pursuant to MCO 249.50. Please note that an RA may require a performance bond/escrow deposit or other financial securitization in order to ensure compliance. Details of this additional cost will be included in the RA. The RA may only be signed by the legal title holder. You must call 612-673-3000 within one month of the date of the attached order to determine if the fee may be waived.
MCO 249.80(j)(2)	The first annual fee shall be paid no later than five (5) days after the building becomes vacant. Subsequent annual fees shall be due on the anniversary date of initial vacancy. The fee will be imposed annually until the building no longer meets the criteria for the Vacant Building Registration Program. The fees shall be paid in full before the issuance of any building permits, with the exception of a demolition permit.
MCO 249.80(j)(3)	Unpaid fees shall be levied and collected as a special assessment against the property as provided for under MCO 227.100, with interest at the rate of eight (8) percent per annum on the unpaid balance thereof. Upon transfer of ownership, the new owner(s) shall be responsible for all unpaid and subsequent annual fees.
Please visit our website at <a href="http://minneapolismn.gov/inspections/vbr">minneapolismn.gov/inspections/vbr</a> for more information about the Vacant Building Registration program.	

SELLER'S INFORMATION (if applicable)		
NAME	#0 0@8) ° u-	
SELLER'S AGENT/COMPANY	AGENT'S PHONE NUMBER	AGENT'S FAX NUMBER

BUYER'S INFORMATION or CURRENT RESPONSIBLE PARTY			
NAME or BUSINESS NAME			PHONE NUMBER
ADDRESS	CITY	STATE	ZIP

OTHER INTERESTED PARTIES, ADDITIONAL OWNERS, ETC.			
NAME or BUSINESS NAME			PHONE NUMBER
ADDRESS	CITY	STATE	ZIP

OTHER INTERESTED PARTIES, ADDITIONAL OWNERS, ETC.			
NAME or BUSINESS NAME			PHONE NUMBER
ADDRESS	CITY	STATE	ZIP

I certify that the above information is true and correct, and I understand that I am required to notify the Department of Regulatory Services of any changes.

Section 249.80(h) states: "The new owner(s) shall register or re-register the vacant building with the director of inspections within 30 days of any transfer of an ownership interest in a vacant building. The new owner(s) shall comply with the approved plan and timetable submitted by the previous owner until any proposed changes are submitted and meet the approval of the director of inspections."

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

VACANT BUILDING REGISTRATION PLAN	
please check one of the following boxes	
<input type="checkbox"/> <b>SELL</b> <ul style="list-style-type: none"> <li>Single-family dwellings and duplexes require Truth-in-Sale of Housing (TISH) per MCO 248. Please call 612.673.5840 for more information about Truth-in-Sale of Housing.</li> <li>Condemned buildings are required to go through the Code Compliance process per MCO 87.</li> </ul>	<input type="checkbox"/> <b>REHABILITATE</b> <ul style="list-style-type: none"> <li>Condemned buildings are required to go through the Code Compliance process per MCO 87.</li> <li>Note: the \$7,087.00 fee may be waived if owner agrees to a signed and acceptable Restoration Agreement. <i>(if the fee has been paid then this doesn't apply)</i></li> </ul>
<input type="checkbox"/> <b>DEMOLISH</b> <ul style="list-style-type: none"> <li>Permits obtained by licensed contractor.</li> <li>Contractor: _____</li> <li>Demolition Date: _____</li> </ul>	<input type="checkbox"/> <b>RENTAL LICENSE</b> <ul style="list-style-type: none"> <li>Obtained from Housing Inspections Services.</li> </ul>
<input type="checkbox"/> <b>OWNER OCCUPANCY</b> <ul style="list-style-type: none"> <li>You plan to homestead the property as your primary residence.</li> </ul>	<input type="checkbox"/> <b>OTHER (please be specific)</b> <ul style="list-style-type: none"> <li></li> </ul>

## **Vacant Building Registration Application Supplemental Information**

### **1. Selling Property**

- Single-family dwellings and duplexes require a Truth-in-Sale of Housing (TISH), per MCO 248. If you have TISH questions, please call 612.673.5840. If the property is condemned, a Code Compliance Inspection is needed to sell the property. If you have Code Compliance questions, please call 612.673.5805.
- Provide name, current phone number(s), and address of listing agent (your realtor), and MLS number.
- Provide anticipated closing date
- Must provide documents proving sale, sale date, and identifying new owner (purchaser). This applies whether or not a realtor was used.
- If sale is by contract for deed, purchaser must register the contract with Hennepin County.

### **2. Rehabilitating Property**

- Regardless of whether a Code Compliance is required, include a detailed plan, a projected timeline of the project, and list the costs of subcontractors, labor, and materials for the proposed scope of work.
- If you have Code Compliance questions, please call 612-673-5805.
- If you have Boarded Building questions, please call 612-673-2233.

### **3. Demolishing Property**

- Must provide a date certain for the demolition.
- Permits by a licensed contractor are required.

If you plan on keeping your property vacant, you must maintain the physical environment in accordance with MCO 227.90. In particular, prompt abatement of all garbage, debris, tall grass, etc. You must also keep the structure secure against trespassers and comply with all exterior work orders issued by Housing Inspections Services.