



Office of Code Enforcement  
 Atlanta Police, City of Atlanta  
 55 Trinity Avenue, Suite 3450  
 Atlanta, GA 30303  
 404-330-6190

# Vacant Property Registration & Renewal Form

It is the duty of each owner of any vacant residential building or dwelling subject to Ordinance 10-O-1457 (codified as Article VI: Vacant Property Registration of the Atlanta Housing Code), to file a registration statement with the Office of Code Enforcement within 30 days after the building or dwelling becomes vacant or within 30 days after acquiring ownership, whichever is later, of any vacant residential building or dwelling not currently registered. In the event that the Office of Code Enforcement provides written notice to the owner of the existence of any vacant building or dwelling, the owner of such vacant building or dwelling shall file a registration within 15 days of such notice.

**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 20 days of accepting the vesting instrument. The owner shall be required to renew the registration for successive twelve-month periods as long as the building or dwelling remains vacant for any part thereof.

At the time of filing of the registration statement, the owner shall pay a registration or renewal fee (as applicable) in the amount of **\$100 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 **\$100 per vacant building**, regardless of the number of dwelling units within such building. Any vacant building or dwelling that is in violation of any provision of the housing, building, or fire code at the time renewal is required shall be assessed a **renewal fee of \$250** for such renewal period in which such vacant building is below the minimum code standards.

New Registration   
  Renewal   
  Amendment   
  Removal

Today's Date
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**\* Indicates Required Information**

## Property Information

Str #*	Str Name*	Str Type*	Dir*	Bldg #(s)	Parcel ID #*
<b>Type of Property*</b> <input type="checkbox"/> Single-Family <input type="checkbox"/> Multi-Family/Apt <input type="checkbox"/> Duplex/Triplex/Quad <input type="checkbox"/> Other _____					
Date of Vacancy*	Property Secured <input type="checkbox"/> Yes <input type="checkbox"/> No	Existing Code Violations* <input type="checkbox"/> Yes <input type="checkbox"/> No	Utilities On <input type="checkbox"/> Yes <input type="checkbox"/> No	Utilities Comments:	

## Registering Party Information

Check all that apply\*:

Owner   
  Agent   
  Manager   
  Other \_\_\_\_\_

Prefix: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss		First Name*	MI	Last Name*	Suffix	Company	
Str #*	Str Name*	Str Type*	Dir*	Apt/Ste #	City*	State*	Zip*
Email Address*			Phone 1*	Phone 2	Phone 3		

