



The City of Dunbar, West Virginia

Vacant Building Registration Form

Date Filed:	Registration Type: (circle)	New	Renewal
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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 Terminated		Date Terminated		Date Terminated	

Owner(s) Information: (PO Boxes are NOT acceptable)

If the property is owned by:

- An **Individual person**; provide the name and address of that person.
- An **Estate**; provide the name and address of the executor.
- A **Trust**; provide the name and address of ALL trustees, grantors and beneficiaries.
- A **Partnership**; the names and addresses of all partners with 10% or greater interest.
- A **Corporation**; provide the names and residence addresses of all officers and directors of the corporation and attach a copy of the most recent franchise tax report filed with the Secretary of State.
- Any other form of **Unincorporated Association**; the names and residence addresses of all principals with a 10% or greater interest.
- Otherwise; see definition of **Owner** in Dunbar City Ordinance 1130.02 for instances of mortgagee, vendor in possession, etc.

Name: _____	
Address: _____ _____	
Phone Number: _____	Cellular Phone Number: _____
Signature: _____	Date: _____ 20__

If the Owner is **NOT** a resident of West Virginia; please provide an local designated property agent.

Name: _____	
Address: _____ _____	
Phone Number: _____	Cellular Phone Number: _____
Signature: _____	Date: _____ 20__

Fee Schedule:	< 12 months = \$0	12 < 24 months = \$200.00
	24 < 36 months = \$400.00	36 < 48 months = \$600.00
	48 < 60 months = \$800.00	60 < 72 months = \$1000.00
	72 months & up = \$1500.00 per year thereafter.	

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