



City of Lowell

Office of Inspectional Services

375 Merrimack Street, Rm 55
Lowell, MA 01852
Phone: (978) 970-4149 Fax: (978) 446-7103

Vacant and/or Foreclosing Property Registration

(a separate registration is required per property)

NEW UPDATE RENEWAL

Vacant Foreclosing/Foreclosed (Occupied) Foreclosing/Foreclosed (Vacant)

1 - Property Information

Residential Commercial Industrial

Property Address: _____ No. of Units: _____

Description of Property: _____

2 - Property Management Information

CID No. (if known): _____

Local Individual or Local Property Mgmt. Co.: _____

Contact Name: _____ Phone No.: _____

Address (NO PO BOX): _____

City, St, Zip: _____

24 Hr Contact Telephone, Cellular Phone, or Pager No.: _____

3 - Owner/Agent Information

CID No. (if known): _____

Property Owner or Financial Institution in Possession: _____

Contact Name: _____ Phone No.: _____

Address (NO PO BOX): _____

City, St, Zip: _____

Office Use Only

PARCEL #

New CID?

PM CID#

>20M?

VCNT Updated

Application No.

Chk No.

Own Chk!

New CID?

Owner CID #

Inspector

Reg. Permit No.

In accordance with the City of Lowell's "Vacant and Foreclosing Property" Ordinance, by signing below, you:

- **Certify** that the information provided above is accurate, and **Agree** to notify the Building Commissioner of any updates.
- **Agree** to pay a fee of \$100 at the time of registration/renewal, **Agree** that this Property Registration is valid for a period not to exceed one year from the date of initial registration, and **Agree** to renew this Property Registration within 30 days of expiration. Once the property is no longer vacant or is sold, you **Agree** to provide proof of sale or written notice, and proof of occupancy, to the Building Commissioner.
- **Certify** that the property has been inspected by the Owner/Agent at the time of the filing of this Property Registration.
- If the property is vacant, **Agree** to maintain a *local* individual or *local* property management company responsible for securing and maintaining the property. *Note that local means within twenty (20) driving miles of the property.*
- **Agree** to post and maintain updated name and 24-hour contact phone number of the local individual or local property management company responsible for maintenance of the property on the front of the property, so it is clearly visible from the street.
- **Agree** that the owner, local individual, or local property management company shall inspect and maintain the property on a monthly basis for the duration of the vacancy, in accordance with the relevant City of Lowell codes.
- **Agree** that adherence to this ordinance does not relieve the owner of any applicable obligations set forth in City ordinances or regulations, Covenant Conditions and Restrictions, and/or Home Owners Association rules and regulations.

Printed Applicant Name and Signature

Date

Robert F. Camacho, Building Commissioner

Date