

City of Fairlawn Housing Department
William J. Roth, Jr. Mayor
Foreclosure Registration Form
Fairlawn Codified Ordinance Section 1504.07

Please Print or Type

- A. Current Owner's Name:** _____
Address _____ City _____
State _____ Zip _____ Phone (_____) _____ Cell (_____) _____
- B. List information of the Company (Plaintiff) pursuing the foreclosure action:**
Company Name _____
Name of Representative _____ Title _____
Address _____ City _____ State _____ Zip _____
Phone (_____) _____ 24 Hour Emergency Phone (_____) _____
Email _____
- C. List information of the Attorney Representing the Plaintiff:** _____
Address _____ City _____ State _____ Zip _____
Phone (_____) _____ 24 Hour Emergency Phone (_____) _____
Email _____
- D. If the property is vacant it is required that a local agent be continuously employed and be responsible for security and maintenance of the structure. List information for the local agent:**
Company Name _____
Name of Representative _____ Title _____
Address _____ City _____ State _____ Zip _____
Phone (_____) _____ 24 Hour Emergency Phone (_____) _____
Email _____
- E. The subject property address:**
Address _____ City _____
State _____ Zip _____ Phone (_____) _____
- F. The subject property is currently:**
_____ Vacant
_____ Occupied by Defendant Owner
_____ Occupied by _____
- G. Include a registration fee of \$200, which is due annually, until the structure is no longer in foreclosure. Additionally, include a fee of \$100 for the required City inspection of the structure if it is vacant.**

Following are the requirements to maintain a valid registration:

- **Duty to Inspect Occupied Properties.** The entity which commenced the foreclosure action shall be required to inspect those exterior portions of occupied properties which can be observed from the street. Said exterior inspections shall be performed once every thirty (30) days, and the entity shall thereafter submit to the City a completed inspection report describing any safety, security or maintenance issues that were observed by the person performing the inspection of the property.

Foreclosure Registration Form

- Inspection of Unoccupied Properties. The City shall inspect the interior and exterior of any unoccupied residential property that is the subject of a foreclosure proceeding, and shall make a report concerning its inspection findings. In addition to the registration fee of two hundred dollars (\$200), the City shall charge the entity which commenced the foreclosure action an additional fee of one hundred dollars (\$100.00) for the inspection of unoccupied residential properties. The entity which has filed the foreclosure action shall be responsible for maintaining the interior and exterior of any unoccupied property in accordance with all applicable City ordinances. **Electrical service to the property shall be maintained at all times.** The entity which has filed the foreclosure action shall continuously employ a local agent to perform monthly inspections on the property to verify compliance with the requirements of this section, and any other applicable laws, for the duration of the foreclosure proceedings.

- Security of Unoccupied Properties. The entity which has filed the foreclosure action is responsible for maintaining any unoccupied property in foreclosure in a secure manner so as not to be accessible to unauthorized persons. A "secure manner" shall include, but not be limited to, the closure and locking of windows, doors, gates and other openings of such size that may allow a child or unauthorized adult to access the interior of the property and/or structure. Broken windows shall be secured by reglazing or replacing of the window. Any excavations, swimming pools or other attractive nuisances must be filled in with dirt or otherwise be made safe. Appropriate security lighting shall be maintained on the property. Any unoccupied property shall be posted with the name and twenty-four (24)-hour contact telephone number of the local agent. The posting shall be clearly visible from the street, and shall prominently display the name and twenty-four (24)-hour telephone number of the local agent.

- Duty to Provide Updated Information. The entity that has registered a property must report any change of information contained on the Registration Form within ten (10) days of the change. If the Registration Form submitted by the entity stated that the foreclosed property was occupied, the entity must report by telephone to the City's Residential Chief Building Official any knowledge the entity may later acquire showing that the property is no longer occupied. Such telephone report shall be made within seventy-two (72) hours of the entity acquiring any knowledge that the property is no longer occupied.

- Termination of Registration. Once the property is no longer in foreclosure, or is sold to a person or entity other than the mortgagee, the mortgagee must provide proof of sale or written notice of termination of the foreclosure proceedings to the City. Confirmations of sale must be immediately recorded by the entity which has obtained the said confirmation of sale.

I have read and understand the rental registration information accompanying this registration form and I hereby acknowledge under penalty of law that I have completed this registration form truly and accurately to the best of my knowledge.

Company Agent Signature

_____/_____/_____
Date

Print Name

Foreclosure Home Inspection Report

Print this form and take it with you when you perform the inspection. Use it to record your observations and note defects. This form is intended to be used as a guide for compliance to the City's foreclosure registration requirements.

Foreclosure Registration #	Home Address:		
Inspector's name & phone number			
Inspector's e-mail address			
Date of Inspection:			
Is house vacant?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If the house is occupied, only inspect exterior areas from the street and complete Section A)		
If vacant:			
	Is electric service connected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Has house been winterized?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Are security lights working?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Home Inspection Checklist

Home Address: _____

Section A - Exterior

FEATURE	CONDITION
Front door	_____
Front screen door	_____
Back door	_____
Back screen door	_____
Screen and storm windows	_____
Glass and frames	_____
Siding/brick, etc.	_____
Mailbox	_____
House number	_____
Paint and trim	_____
Patios and decks	_____
Roof and flashing	_____
Chimney	_____
Gutters	_____
Eaves	_____
Driveway	_____
Shed	_____
Garage	_____
Outdoor lighting	_____
Drainage	_____
Retaining wall	_____
Yard	_____

Section B - Interior

FEATURE	CONDITION
Windows	_____
Floors	_____
Walls	_____
Ceiling	_____
Lights and switches	_____
Outlets	_____
Stove	_____
Refrigerator	_____
Sink	_____
Cabinets and counter	_____
Baseboards	_____
Trim	_____
Stair treads	_____
Stair structure	_____
Landing and handrail	_____
Evidence of Rodents?	_____
Evidence of Pests?	_____
Heating/Cooling system	_____
Plumbing System	_____
Sump Pump	_____
Basement	_____

Visible Condition of the Property: Using the key below, apply the letter that best describes the condition of each item.

Key

- M – Missing
- G – Good condition
- S – Scratched
- D – Damaged
- B – Broken
- R – Repair/Replacements needed

Comments
