

VACANT PROPERTY REGISTRATION

Required registration document for any vacant property (Office use only)

LICENSE #: _____ **RESIDENTIAL FEES:** \$200 per licensing cycle. Payment is due on or before October 15th annually.

Submittal Date: _____ **COMMERCIAL FEES:** \$500 per licensing cycle. Payment is due on or before October 15th annually.

Online Portal: _____

Phone: 870.730.2000

Website: <https://www.cityofpinebluff-ar.gov/>.



Type of Property: Residential Commercial

Property Address: _____ **Name of Legal Property Owner:** _____

Expected period of vacancy: _____ **Plans for property:** For Sale Rehab Other _____

An inspection has been conducted in the last 30 days and the property has been found to be vacant.

** Per department policy, exterior inspections will be conducted at the the time of registration.*

LEGAL OWNER INFORMATION OR BANK HEADQUARTERS

Name: _____
Address: _____
City, State, Zip: _____
Contact Name: _____
Phone: _____
Email: _____

PROPERTY MANAGEMENT (Req'd if owner lives outside Jefferson County)

Name: _____
Address: _____
City, State, Zip: _____
Contact Name: _____
Phone: _____
Email: _____

AUTHORIZATION AND CERTIFICATION

We, the undersigned, hereby certify and understand that:

- The information submitted in this application is an accurate representation of the facts on the date of the application.
- The registration/license fee does not constitute official licensing until compliance with all the provisions of the property verified through inspection and abatement of violations by authorized personnel.
- We the undersigned, hereby certify and understand that the above statements and information are correct and true and that any made herein may result in the imposition of penalties and/or administrative proceedings.
- We authorize our agent to act on our behalf as our registered agent. We acknowledge that we will be responsible for the actions and/or inactions of the agent listed above.

Name: _____ **Signature:** _____ **Date:** _____

VOLUNTARY CONSENT

- I understand that the signing of this is wholly voluntary and that if I choose not to sign it, there will be no penalty or impact on my registration.
- The undersigned owner or bank/servicing company hereby gives consent to the City of Pine Bluff and its agents and contractors to enter onto the undersigned's property located at for the purpose of conducting an inspection pursuant to the City Pine Bluff Vacant Property Ordinance.
- This consent is specifically limited to the following activities which may be performed by the Department of Code Enforcement, its agents, or contractors. These actions include, among other activities, initial exterior inspections, property maintenance abatement cleanups and other abatement actions as well as subsequent exterior inspections.
- The undersigned shall not be liable for any injury, damage or loss on the property suffered by the Department of Code Enforcement, its agents, contractors, or employees not caused by the negligence or intentional acts of the undersigned's agents or employees.
- I understand that this consent shall remain in effect until the expiration of the current licensing period and/or until such time as the inspector determines the violations have been cured or the undersigned send a written request to withdraw the consent to the Department of Code Enforcement.

Name: _____ **Signature:** _____ **Date:** _____