



CITY OF COOS BAY
 Police Department
 c/o Code Enforcement
 500 Central Avenue, Coos Bay, Oregon 97420
 Phone 541-269-1181 x 2267
 codes@coosbay.org

Date Received _____

Property _____

VACANT PROPERTY REGISTRATION

APPLICANT/AUTHORIZED AGENT shall provide the following information: *(Please Print)*

PROPERTY

Property Address _____ Lot/Parcel # _____

OWNER OR AUTHORIZED AGENT

Company or Individual Name _____

Beneficiary Lender Lien Holder Owner Trustee Other _____

Phone _____ Alternate Phone _____ Email _____

Mailing Address _____

Physical Address _____

_____/_____/_____
 Date Current Owner/Agent Took Possession or Property Became Vacant

PROPERTY MAINTENANCE & SECURITY CONTACT *A local contact must be responsible for maintenance and security of the property consistent with Coos Bay Municipal Code Chapter 8.10 Public Nuisances*

Company or Individual Name _____

Phone _____ Alternate Phone _____ Email _____

Mailing Address _____

Physical Address _____

_____/_____/_____
 Date of Most Recent Inspection *Property must be inspected monthly to check condition and security.*

Notice Posted on Property. *Notice must be 18"x24", visible from the street, and identify a direct contact name and 24-hour contact phone number for persons to report problems or concerns.*

I, the undersigned, hereby affirm that I am duly authorized to act on behalf of all the ownership interests in the above described property, that all information is true and correct to the best of my knowledge, and that all information herein will be updated within ten (10) days of any change.

As the owner/authorized agent of the above property, I do hereby give members of the Coos Bay Police Department (CBPD) permission to act as my agent in enforcing Criminal Trespass and prosecuting person(s) for trespassing on this property. No person is authorized to live in or on the property. No person is authorized to be on the property unless accompanied by a licensed realtor showing the property or contracted by the property owner/agent to maintain the property. As a part of the authorization, I hereby agree to secure the property and post and maintain "No Trespassing" signs that are visible at all major points of ingress to the property so that they come to the attention of a person entering. I agree to secure the property and maintain it in a manner consistent with the Coos Bay Municipal Code (CBMC) Chapter 8.10 *Public Nuisances*.

I agree to notify the Coos Bay Police Department in writing within ten (10) business days in the event the property is occupied, sold, or has any change in ownership or designation of a responsible party.

I understand that this registration is valid for one year and must be updated annually.

SIGNATURE of OWNER / AUTHORIZED AGENT

DATE

PRINT NAME

Submit completed form to:

City of Coos Bay
Police Department
c/o Code Enforcement
500 Central Avenue
Coos Bay, Oregon 97420

codes@coosbay.org

Basic Maintenance & Security Requirements for Vacant Properties

The property must be maintained in a safe and sanitary condition and in good repair and does not constitute a public nuisance or a chronic public nuisance as described by the Coos Bay Municipal Code (CBMC) Chapter 8.10 *Public Nuisances*.

- Keep the premises free of weeds, dead vegetation, graffiti, trash, accumulated newspapers, circulars, flyers, and discarded personal items.
- Regularly water, irrigate, cut, prune and mow the property and remove all of the trimmings.
- If there is an outdoor pool or spa on the premises, it must be drained, covered, and securely fenced.
- Secure the property from unauthorized entry. Windows and doors may be boarded up if damaged. Damaged windows and doors shall either be repaired or replaced within ten (10) business days.
- Maintenance of the building to assure it is structurally sound.
- All electrical, natural gas, sanitary and plumbing facilities must be maintained or shut off in a condition which does not create a hazard to public health or safety.
- Remove weeds to assure there is not an unreasonable risk of fire.
- Not store flammable liquids or other materials which would constitute a safety or fire hazard.
- Remove or maintain heating facilities or heating equipment in accordance with applicable codes and ordinances. If heating equipment is removed, any fuel supply shall be removed or terminated.
- Remove debris from vacant buildings and property area, with ongoing maintenance to keep the property free of debris, combustible materials, litter and garbage.
- Post a notice with emergency contact information. The notice must be 18"x24", visible from the street, and include a direct contact name and 24-hour contact phone number for persons to report problems or concerns. The notice must be at the front of the property so it is visible from the street, either on the interior of a window facing the street or on an exterior site and constructed of and printed with weather-resistant materials.
- Inspect the property monthly to ensure that it remains secure and in good condition.

The CBMC is available online at <http://www.codepublishing.com/OR/CoosBay/>.