



CITY OF PARMA HEIGHTS
 BUILDING DEPARTMENT
 6281 PEARL ROAD
 PARMA HEIGHTS, OHIO 44130
 PHONE: 440 - 884-9607 FAX: 440-843-5818

FORECLOSURE REGISTRATION

Date: _____ Permanent Parcel Number: _____

1. Address of property _____

Is this property: _____ single family _____ two family
 _____ commercial _____ other

2. Name of current property owner: _____

Address: _____ City, State, Zip: _____

Phone # () _____ Email: _____

3. Name of Local/Authorized Agent Responsible: _____

Address: _____ City, State, Zip: _____

Phone # () _____ Email: _____

Are you filing on behalf of a taxing authority (exempt from fee) YES _____ NO _____

4. Utility Shut-Off Dates: Gas: _____ Electric: _____
 Water: _____

5. Weatherization Date: _____

Fees: In accordance with the City of Parma Heights Codified Ordinance 634.09, a fee of \$150.00 for a residential property (one & two family structure) and \$300.00 for a commercial property (all structures other than one or two family structures). **Please make check payable to the City of Parma Heights.**

- **Expiration: Registration is valid on year from the date of the statement. The owner shall renew the registration upon expiration for as long as the property remains vacant.**
- **Authorized Agent must reside, or have an office, in Cuyahoga County.**
- **A P.O. Box is not an acceptable address for purposes of this chapter.**
- **Reports: The owner, agent, or party in control of vacant property shall inspect the property monthly for any violations of the Codified Ordinances and other applicable laws. A written report or such inspection shall be provided to the Director of Public Service upon request.**

(Ord. 2017-11. Passed 5-22-17.)

634.09 FORECLOSURE REGISTRATION.

(a) Any person or entity filing a civil case in any court for the purpose of foreclosing on any commercial, residential, institutional or any other property in the City shall, within ten days after the filing date, register the action and property with the Director of Public Service and pay the fee, as set forth in this section. A foreclosure filed by a governmental entity shall be exempt from this registration requirement.

(b) Registration of a foreclosure action and the property that is the subject of the foreclosure shall be made on the form or forms provided by the Director of Public Service.

(c) The fee for registration of a foreclosure action and the foreclosed property shall be \$150.00 for a residential property (one or two family) and \$300.00 for a commercial property (all structures other than one or two family structures). The fee shall be paid at the time of notification. The fee for a foreclosure registration submitted after the 10th day following the filing of the foreclosure shall be \$300.00 for a residential property (one or two family) and \$500.00 for a commercial property (all structures other than one or two family). No registration shall be accepted or considered submitted unless and until the registration form has been completely and accurately filled out, and the applicable fee has been paid.

(d) If the building or structure on the property that is the subject of foreclosure is vacant at the time the foreclosure complaint is filed, then the person filing the foreclosure complaint shall notify the City of the name, address and contact information for the person who will be responsible for maintaining the property.

(e) If the building or structure on the property that is the subject of foreclosure becomes vacant at any time after the foreclosure complaint is filed, then the person who filed the foreclosure complaint shall notify the City of the name, address and contact information for the person who will be responsible for maintaining the property, and shall otherwise comply with the Parma Height Codified Ordinances.

(Ord. 2017-11. Passed 5-22-17.)

634.10 EMERGENCY ABATEMENT.

(a) In cases in which the Director finds that a nuisance condition exists which constitutes an emergency involving immediate danger to human life or health, or an immediate threat of substantial and/or irreparable physical or economic damage to a structure, the Director may declare such condition a nuisance and order its immediate abatement, and the Director may take action necessary to immediately abate the violation constituting a nuisance without advance notice to the owner. Such action may include entering a property for the purposes of conducting an inspection, to the extent and in the manner allowed by law, ordering that the property be immediately vacated, ordering the cessation of utility service if necessary to protect life, health or property, and/or abate the violation constituting the nuisance.