



OFFICE OF
CODE ENFORCEMENT

CITY OF CLARKSBURG

222 WEST MAIN STREET • CLARKSBURG, WV 26301 • PH. (304) 624-1633 • FAX (304) 624-6135

VACANT PROPERTY REGISTRATION

Property Information

Property Address: [Click here to enter text.](#)

Deed Book & Page: [Click here](#) [Click here](#) **Map & Parcel:** [Click here](#) [Click here](#)

Property Type: ☐ Single Family ☐ Multi-Family ☐ Commercial ☐ Industrial

Facilities: **Water:** ☐ On ☐ Off **Gas:** ☐ On ☐ Off **Electricity:** ☐ On ☐ Off

Current Property Owner:

Name: [Click here to enter text.](#)

Contact Name (If Business): [Click here to enter text.](#)

Contact Number: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City: [Click here to enter text.](#) State: [Click here to enter text.](#)

Zip: [Click here to enter text.](#)

Property Manager/ Emergency Contact **(Contact Must be local within 20 miles)**

Contact Person: [Click here to enter text.](#)

Contact Number: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City: [Click here to enter text.](#) State: [Click here to enter text.](#)

Zip: [Click here to enter text.](#)

Previous Owner Information

Name: [Click here to enter text.](#)

Means of Acquisition: ☐ County Tax Sale ☐ State Tax Sale ☐ Purchased from Owner

Any Current Notice of Violations, Condemnation Orders, or Demolition Orders? Yes / No, Please

Explain:

[Click here to enter text.](#)

Who is responsible for maintenance of the property?

Name: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

What is the estimated time that the property will remain vacant? [Click here to enter text.](#)

What is the reason for vacancy? [Click here to enter text.](#)

If this property is in foreclosure, when will the redemption period end? [Click here to enter text.](#)

Is the property listed for sale? ☐ Yes ☐ No

What Agency and Who is the listing agent? [Click here to enter text.](#)

Is there any additional information about this property that the City of Clarksburg should be aware of?
[Click here to enter text.](#)

Please describe in detail the property remediation plan if required, and maintenance plan while the property is vacant:

[Click here to enter text.](#)

Signature: [Click here to enter text.](#) Date: [Click here to enter a date.](#)