



City of Mount Rainier
One Municipal Place, Mount Rainier, MD 20712
Phone: (301) 985-6585 Fax: (301) 985-6595

Vacant Building/Lot Registration

- Building Utilitarian Building
 Lot under 10,000 sq. ft Lot over 10,000 sq. ft
 New Registration Renewal

This registration form must be completed and signed by the property owner or an authorized agent with applicable fees. To avoid delay in the processing of your registration form, please be sure to answer every question clearly and completely, sign and date the application and submit applicable fees. If an application is not filled completely or not submitted with payment it will be returned to sender. The registration fees are \$500 for single family homes, \$800 for commercial, industrial, multi-family and mixed-use buildings, \$300 for utilitarian buildings, \$300 for lots under 10,000 square feet and \$500 for lots over 10,000 square feet every six months.

1. **Street Address of Property** _____
2. **Use description of Property** _____
3. **Tax Account Number of Property** _____
4. **Property Owner** _____
5. **Property Owner Address** _____
6. **Property Owner Phone (day)** _____ **(evening)** _____
7. **Name of Local Agent of Property Owner** _____
8. **Local Agent's Address** _____
9. **Local Agent's Phone (day)** _____ **(fax)** _____
10. **Names, addresses and phone numbers of all persons having ownership interest in the building/Lot.**

11. Name, address and phone numbers of any and all individual and corporate mortgage holders.

12. Date property became vacant _____

13. Vacant Building/Lot Plan (please provide detailed plan of action and/or intent for property with timeframe).

A post office box does not suffice as an address for purposes of this registration.

Note: Whenever the owner proposes to demolish the vacant building, the owner shall in addition submit a proposed time schedule for such demolition and obtain necessary permits as required pursuant to other provisions of Prince Georges County and Mount Rainier Code.

***Municipal Infraction:* The failure of an owner of a vacant lot to file a registration statement WHEN IT IS DUE, to pay the registration fee, or to provide all information required with registration is a municipal infraction with a fine of \$300. EACH ADDITIONAL 60 DAYS A VIOLATION EXISTS IS A SEPARATE VIOLATION SUBJECT TO AN ADDITIONAL \$300 FINE.**

***Lien on real property.* All registration fees, when overdue, are a lien in favor of the City on the vacant lot and may be collected and enforced in the same manner as delinquent real property taxes.**

Reference: Ordinance 07-2017, Mount Rainier Fee Schedule

City Manager shall be notified within 14 days of changes to ownership or authorized agent.

Signature: _____ **Date:** _____

Print Name: _____

To be completed by City of Mount Rainier

Inspected by: _____

Approved by: _____

Fees Paid: _____

Date: _____