

## RESIDENTIAL VACANT PROPERTY REGISTRATION

On June 27<sup>th</sup>, 2018, the City of Jennings passed Ordinance 2478 Section 400-4 regarding registration of vacant properties. You are required to register any property that will be vacant for 6 months or longer. Complete the Registration Form and return it with the \$200 registration fee. A copy of the Ordinance and registration form are included for your convenience. Please review the Ordinance thoroughly as certain exemptions may apply.

The major problem with vacant properties is lack of maintenance that can attract burglaries and vandalism, causing additional violations. Therefore, we request that you as the responsible entity, continue to maintain the vacant property as if it were occupied. Here are a few ways to accomplish our collaborative goals:

- Pick up all trash and debris that blows onto and collects on your property.
- Keep the grass cut regularly.
- Keep trees, bushes, shrubs trimmed and back from the house siding and windows.
- Keep gutters clean and downspouts clear.
- Put curtains up to all windows.
- Use light timers in various areas of the house.
- Make sure that you check regularly for publications and mail.
- Repair any broken windows or doors.

The City of Jennings is committed to maintaining property values and this is an example of our dedication to all property owners in the City. If you would like to make an appointment to meet with our inspectors or you have additional questions, please contact the Building Department at 314-388-1164.



Building Division-Public Works Department  
2120 Hord Ave-Jennings, Mo 63136

Phone (314) 388-1164  
Fax (314) 867-6458

**RESIDENTIAL VACANT PROPERTY REGISTRATION FORM**

The purpose of the City of Jennings Residential Vacant Property Program is to help protect the health, safety and welfare of the citizens by preventing blight, protecting property values and neighborhood integrity avoiding the creation and maintenance of nuisance residential dwellings and buildings. A building or structure will be deemed vacant if the property is not legally or currently occupied. Vacant properties will be monitored for compliance with property maintenance and safety requirements. Residential structures that are vacant or will be vacant for a period greater than 6 months are subject to City Ordinance 2478 Section PM 400-4. Property in violation of property maintenance and safety requirements will be subject to City Ordinance 2478 Section PM 400-4 "Vacant Residential Structure Fees."

PROPERTY ADDRESS	
Jennings MO 63136 <input type="checkbox"/>	

Loan Companies ONLY

House Vacant & Foreclosure Complete? Yes  No

PROPERTY OWNER				
Name				
Address				
City	State	Zip	Phone No	
E-MAIL				

PROPERTY (MANAGER) OVERSIGHT				
Name				
Address				
City	State	Zip	Phone No	
E-MAIL				

EMERGENCY CONTACT		
Name	Phone No	Alt
Property Owner <input type="checkbox"/> Property Manager <input type="checkbox"/> Other <input type="checkbox"/>		

UTILITY STATUS		
Gas Service	Disconnected <input type="checkbox"/>	Proper Working Order <input type="checkbox"/>
Electric Service	Disconnected <input type="checkbox"/>	Proper Working Order <input type="checkbox"/>
Water Service	Disconnected <input type="checkbox"/>	Proper Working Order <input type="checkbox"/>

**Return completed form with payment of \$200.00 payable to:  
City of Jennings 2120 Hord Ave Jennings MO 63136**

**AUTHORIZATION:**

By signing and submitting this document, I am authorizing the City of Jennings to utilize this information, certifying that I have the legal authority to do so. I affirm that the information provided is accurate to the best of my knowledge and I am granting permission to the City of Jennings authorized staff to access the exterior of the property for inspection purposes.

Office Use Only	AMOUNT _____	RECIEPT# _____	DATE _____	CLERK _____
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SIGNATURE \_\_\_\_\_ PRINT \_\_\_\_\_

DATE \_\_\_\_\_ DRIVERS LICENSE OR STATE ID# \_\_\_\_\_

**AN ORDINANCE REQUIRING THE REGISTRATION OF VACANT RESIDENTIAL STRUCTURES WITH THE CITY AND AUTHORIZING THE CITY TO ESTABLISH A REGISTRATION FEE(S) AND PENALTIES FOR SAME.**

WHEREAS, it is important for the safety and well-being of the residents of the City of Jennings, Missouri, that the City monitor and maintain residential structures within the City of Jennings, Missouri, particularly residential structures that are vacant.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JENNINGS, MISSOURI AS FOLLOWS:

SECTION 1. The City of Jennings, Missouri, hereby establishes Article IV, section PM 400.4 which shall read as follows:

**Section PM 400.4:**

- (A) A semi-annual registration fee of two hundred dollars (\$200.00) shall be charged to the owner of any residential structure, including a structure containing multiple dwelling units, which has been vacant for six (6) months or more and is in violation of the City's housing codes. In the event that the registration fee is not paid within thirty (30) days of the receipt of the notice, a lien may be placed on the property, enforceable as are other liens, by recording in the Office of the Recorder of Deeds in St. Louis County, a true copy of a statement attested to by the Director of Finance stating that the fee has remained unpaid and shall constitute a lien for principle and interest and shall be in full force and effect until final payment has been made. Sworn statements recorded in accordance with the provisions hereof shall be prima facie evidence that all legal formalities have been complied with and that the fee is due and owing, and this shall constitute full notice to every person that the amount of the fees plus interest constitutes a charge against the property designated in the statement and that the same is due and collectible as provided by law. In addition to the filing of such lien, or in lieu of filing of such a lien, the City shall have the right to collect these fees by including the fees on the bill for the payment of real and personal property taxes and all other taxes due and owing.
- (B) A forty-five-dollar (\$45.00) inspection fee shall be charged for an inspection to the owner of any residential structure, including a structure containing multiple dwelling units, which has been vacant for six (6) months or more and is in violation of the City's housing codes.

(C) It is the purpose of this Section to provide for registration of residential buildings that have been vacant for more than six (6) months.

(I) **Registration of Vacant Buildings.**

(a) **Notice of Registration.** Notice shall be given to the property owner and managing agent of record that a "Residential Vacant Property Registration Application" is required; however, the obligation to register rests solely with the owner whether or not the owner received notice. If notice is served by mail the notice shall be sent to the owner's and managing agent's last known address and the date of mailing shall be the date of service and anniversary date of vacancy. A "Residential Vacant Property Registration Form" will be provided by the Public Works Department (and can be obtained on-line from the City's web site).

(b) **Amount of Fee.** There is hereby established and assessed an annual fee in the amount of two hundred dollars (\$200.00) subject to owners of property to be registered under this Section.

(c) **Owner Responsible.** It shall be the joint and several responsibility of each owner of property registered pursuant to this Article to pay the annual registration fee.

(d) **Vacant Property Registration Form.**

A "Residential Vacant Property Registration Form" must be completed and returned with the following information:

-Name, street address and telephone numbers of the owner or owners and all other parties with ownership interest in the property.

-Name, street address and telephone numbers of any registered property manager or any other responsible person so appointed by the owner.

-Status of property, vacant or occupied.

-Utility status.


-A plan or timeline to establish lawful occupancy, rehabilitation, removal or demolition of the structure.

(D) The owner of any vacant property SHALL renew the vacant property registration each year on the anniversary date of the first filing for the time the building remains vacant and pay the required fee of two hundred dollars (\$200.00).

- (E) **Exemptions.** "Residential Vacant Property Registration" charges are exempt under the following circumstances:
- (1) A property that is actively listed for sale and/or rent and has a current approved municipal housing inspection.
  - (2) A property that has suffered damage caused by fire, extreme weather (i.e., tornado, flood, etc.) or other catastrophe which has rendered the property unoccupiable shall be exempt for a period of ninety (90) days. If at the end of the ninety (90) day period a building permit has been issued for the repairs the exemption status will remain for an additional ninety (90) days, subject to receiving approval of a ninety (90) day extension, and subject to consideration for delays caused by the insurance provider, arson investigation or properly documented extenuating circumstances.
  - (3) A property that is undergoing rehab or restoration under an approved permit issued by the City of Jennings.
  - (4) A property that is occupied/owned/rented by a member of the military who is deployed for military service and is otherwise maintained and secured.
  - (6) A property that is occupied only on a seasonal basis (winter residence, etc.) and is otherwise maintained, secure and in substantial compliance with all applicable codes, regulations and laws.
- (F) **Failure to Pay Fee Unlawful.** It shall be unlawful for any owner of property registered pursuant to this Article to fail to pay the registration fee imposed for such property. Any person found guilty of failing to pay any required fee shall be punished as provided in Section I-9 of the Code of Ordinances.
- (G) The fee shall be paid no later than thirty (30) days after the building is found to be vacant for six (6) months.
- (H) Fees required by this Section shall be paid in full prior to the issuance of any building or occupancy permit. Fees shall be paid by the owner prior to any transfer of ownership. In the event a fee is not paid, a lien may be placed on the property, enforceable as are other liens, by recording in the Office of the Recorder of Deeds in St. Louis County a true copy of a statement attested to by the Director of Finance stating that the fee has remained unpaid and shall constitute a lien for principal and interest and shall be in full force and effect until final payment has been made.

**SECTION 2.** This Ordinance shall be in full force and effect from and after the date of its passage and approval by the Mayor.

Passed this 25<sup>th</sup> day of June 2018.

  
Yolanda Austin, Mayor

Attest:

  
Deletra Hudson, City Clerk