



VACANT PROPERTY EXTERIOR INSPECTION REQUEST

PROPERTY ADDRESS _____

Name of Owner _____

Address _____

City _____ State _____ Zip _____ Email _____

Phone No _____ Work No _____ Cell No _____

Sales Agent/Rental Agent name _____

Agent's Company _____

Address _____ Phone _____

Driver's License Number _____

Signature of Owner or Agent _____

State _____

Date _____

E-Mail _____

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.

INSPECTION FEE _____ \$45.00 Per Building

NOTE: Fee includes 1 exterior inspection. Make checks payable to City of Jennings.

For office use only

EXTERIOR INSPECTION APPOINTMENT

Address _____ Receipt No. _____

Time _____

Amount of fee _____

Day _____

Date paid _____

Date _____

Received by _____

PM 400.4 - Registration of vacant residential structures.

- (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.

(1) 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.
 - [(5) Reserved.]
 - (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 1-9](#) 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.

Sec. 1-9. - General penalty; continuing violations.

Whenever in this Code or in any ordinance of the city an act is prohibited or is made or declared to be unlawful or an offense, or whenever in such Code or ordinance the doing of any act is required or the failure to do any act is declared to be unlawful, and no specific penalty is provided therefor, the violation of any such provision or the failure to perform any such act shall be punished by a fine of not exceeding one thousand dollars (\$1,000.00) or by imprisonment not to exceed three (3) months or both such fine and imprisonment in the discretion of the court; provided, in any case wherein the penalty for an offense is fixed by any state statute, the council shall affix the same penalty by ordinance for the punishment or such offense, except that imprisonments, when made under city ordinances, may be in the city prison or workhouse instead of the county jail.

Each day any such violation or failure to perform such act shall continue shall constitute a separate offense, unless otherwise specifically provided.

