

**VACANT PROPERTY/BUILDING  
REQUEST FOR AN EXEMPTION FORM**

All vacant dwellings must be registered with the City of Mentor Economic and Community Development Department in accordance with the Vacant Dwelling Registration Ordinance – Section 1373 of the Mentor Codified Ordinance. An exemption can only be granted by the Code Enforcement Supervisor upon receiving a **COMPLETED** exemption form. Requests for an exemption must be received within 15 calendar days of receiving notification to register. Below please identify, for each property, the exemptions that you are requesting. You are required to provide documentation to support your request for an exemption (e.g., a copy of lease if it is not vacant, listing agreement with a State of Ohio licensed real estate broker/firm if it is on the market for sale).

You will be notified within 15 days whether or not your exemption has been granted. If it is not approved, you will be required to register within 30 days of notification. For more information on the Vacant Dwelling Registration Program, please go to the City of Mentor website at [www.cityofmentor.com](http://www.cityofmentor.com), and then to City Departments (under the LIVE tab) and select the Economic and Community Development page.

- The dwelling is under active construction/renovation and has a valid building permit(s).** The applicant understands that, at the time of initial inspection, they will be exempt from registration until the expiration of the longest running, currently active building permit. Documentation required.
- The dwelling suffered fire damage or damage caused by extreme weather conditions.** The applicant understands that they will be exempt from the registration requirement for a period of up to ninety (90) days after the date of the event. The applicant further understands that they must provide a written request for exemption to include: 1) the names and addresses of the owner or owners, 2) contact information for their insurance company, and 3) a statement of intent to repair and reoccupy the building in an expedient manner, or the intent to demolish the building. If the applicant intends to repair or demolish the structure, a plan must be submitted in accordance with Section 1305 and 1321 of the Mentor Codified Ordinances.
- The dwelling is for sale and is listed with a licensed State of Ohio realtor.** The applicant understands that the property identified will be exempted for a period of twelve (12) months from the start of vacancy. Documentation required.
- Any owner of a vacant dwelling may request an exemption for other reasons (i.e., actively marketing as a rental) from the provisions of this Chapter 1373 by filing a written application with the Director of the Economic and Community Development Department.** The applicant understands that the Director shall consider the following: 1) the applicant's prior record as it pertains to the City Building Code or Property Maintenance Code violations; 2) the amount of vacant property the applicant currently has within the City; and 3) the length of time that the dwelling for which the exception is sought has been vacant. Documentation required.

**City of Mentor**  
**Economic and Community Development Department**  
8500 Civic Center Blvd ♦ Mentor, Ohio 44060  
♦ (440) 974-5740

**Section I: Address/es of Vacant Dwelling Exemption is being (Requested)**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

**Section II: Property Owner Information (Required)**

*(No P.O. Boxes are permitted; must provide a building address.)*

**If Individual Owner or Designated Agent, please complete the following:**

Property Owner's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Designated Agent or Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Additional Information as Requested (attach if necessary):**

- 1) Copy of listing agreement with licensed real estate company  Yes  No
- 2) Copy of valid building permit issued by the City of Mentor  Yes  No
- 3) List of other properties owned in the City of Mentor  Yes  No
- 4) Information on length of time the building has been vacant  Yes  No
- 5) Information regarding property maintenance violations  Yes  No

I, \_\_\_\_\_, hereby acknowledge that the information provided above is complete and accurate. I have read and understand the Vacant Dwelling Registration Ordinance for owning a vacant dwelling in the City of Mentor and agree to comply with these requirements. In accordance with this Ordinance, I agree to notify any future owner of this vacant building registration.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**