



Rouss City Hall
15 North Cameron Street
Winchester, VA 22601

Telephone: (540) 667-1815
FAX: (540) 722-3618
TDD: (540) 722-0782
Website: www.winchesterva.gov

VACANT BUILDING REGISTRATION

Number: _____ (Office Use)

Vacant Building Address: _____

Date Building Vacated: _____ Reason: _____

Owner's Name: _____

Mailing Address: _____

Emergency Contact(s):

1. Name: _____ Phone: _____ Email: _____
2. Name: _____ Phone: _____ Email: _____

Please complete the following survey:

1. Have arrangements been made to:
Cut and maintain the grass? Yes No How Often? _____
Remove trash and litter from the premises? Yes No
Remove snow and ice from the adjoining sidewalks? Yes No
2. Have utilities to the structure been terminated?
Water - Yes No Electric - Yes No Natural Gas - Yes No
3. Are there plans to re-occupy or renovate the premise in the next 12 months? Yes No
If yes, please contact our office for information on available building or tax incentives.
4. Do you have a plan to prevent the property from deteriorating? Please explain.

There is a fee of \$100.00 per building to offset the cost of processing and maintaining this registry. The registration is required annually as long as the building is vacant. Failure to provide this registration or to maintain the property is subject to possible civil penalties.

Owner Signature: _____ Date: _____

"To provide a safe, vibrant, sustainable community while striving to constantly improve the quality of life for our citizens and economic partners."