Vacant/Abandoned Property Registration Form

Property Information
(Please print or type. All spaces must be completed.)

Property Address
_________________________________________________________
City, State Zip Code
_________________________________________________________
Brief Description of Property’s Legal Status
(Foreclosure, Short Sale Pending, Lis Pendens, etc.)
_________________________________________________________
Date (Mo./Day/Yr.)
_________________________________________________________
Property Legal Description (Subdivision, Lot, Block, etc.)
_________________________________________________________

Mortgage Company Information
_________________________________________________________
Name of Mortgage Company/Bank Name
_________________________________________________________
Mailing Address Apt/Suite #
_________________________________________________________
Additional Address City/State Zip Code
_________________________________________________________
Phone Number Fax Number
_________________________________________________________
Contact Person Phone Number Alternate Contact Number

Property Maintenance Company or Person
_________________________________________________________
Name of Maintenance Company
_________________________________________________________
Name of Contact Person for Maintenance Issues
_________________________________________________________
Address of Maintenance Company or Person
_________________________________________________________
Additional Address City/State Zip Code
_________________________________________________________
Phone Number Fax Number
_________________________________________________________
Contact Person Phone Number Alternate Contact Number
_________________________________________________________
Additional Contact Numbers

Please be advised that Article VII Division 4 of the City of Ferguson Code of
Ordinances requires that if a property is vacant or shows evidence of vacancy it
shall be considered abandoned and the mortgagee shall register the property with
the City of Ferguson.

A copy of the registration and maintenance ordinance is located on the back side of
this form. A complete copy of this ordinance is available from the City of Ferguson or online at
https://library.municode.com/mo/ferguson/codes/code_of_ordinances?nodeId=PTIIC
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Registration Procedure Information
There is a semi-annual registration fee of $200.00. The payment can be made by
cash, check, money order, or credit card. The check or money order should be
made out to: The City of Ferguson. This application along with the $200.00
registration fee should be delivered to:

City of Ferguson
Collector of Revenue
110 Church Street
Ferguson, MO 63135

For any questions or information regarding this
process or Code Compliance issues, please
contact Bailey Mitchell at: (314) 521-7721
Email: bmitchell@fergusoncity.com

Required Attachment:
1. A statement which estimates how long the
building is likely to remain vacant, and the
reasons for it remaining vacant during that
period.
2. A description of the measures that will be
taken while the building is vacant to ensure that
the property maintains in compliance with all
applicable building and health codes.
3. Proof that the owner or agent has
implemented an on-going rodent abatement
and prevention plan for the interior and exterior
of the building.
DIVISION 4. - VACANT RESIDENTIAL STRUCTURES
Sec. 7-145.21. - Purpose and scope.
It is the purpose of this division to provide for effective monitoring and routine inspection of vacant buildings and structures that, due to housing code violations, may endanger the life, limb, health, property, safety or welfare of the general public, and this division shall apply to all residential structures that have been vacant for more than six (6) months and that are subject to housing code violations.
(Ord. No. 2003-3770, § 1, 3-II-03)
Sec. 7-145.22. - Definitions.
The following words and phrases when used in this division shall mean:
Housing code: A local building, fire, health, property maintenance, nuisance or other ordinance which contain standards regulating the condition or maintenance of residential buildings.
Residential structure: A structure devoted primarily to residential use, whether classified as residential or commercial, and regardless of the number of dwelling units contained within such structure.
(Ord. No. 2003-3770, § 1, 3-II-03)
Sec. 7-145.23. - Registration requirements.
Every parcel of residential property improved by a residential structure or commercial property improved by a structure containing multiple dwelling units, that is vacant, and has been vacant for at least six (6) months, and is characterized by violations of the housing code shall be registered as a vacant residential structure and shall be subject to the registration fee.
(Ord. No. 2003-3770, § 1, 3-II-03)
Sec. 7-145.24. - Designation of vacant residential structures.
(a) Registration. The director of public works for the City of Ferguson, Missouri, or his designee, shall investigate any property that may be subject to registration. Based upon his findings, the director may register property as a vacant residential structure subject to this division.
(b) Notice of registration. Within five (5) business days of such registration, the city clerk shall notify the owners of the registered property by mail at their last known address according to the records of the City of Ferguson and St. Louis County. Such notice shall state:
(i) A description of the property registered;
(ii) A description of the housing code violations found on the property;
(iii) The fact that a semi-annual registration fee has been levied on the property; and
(iv) The amount of the semi-annual registration fee.
(c) Time to cure; reconsideration. Within thirty (30) days of the date of notification, the property owner may complete any improvements to the property that may be necessary to remove the property from registration under this division and may request a re-inspection of the property and reconsideration of the levy of the registration fee. Upon receipt of a written request for reconsideration of the levy of the registration fee which sets out the reasons claimed by the property owner as to why the registration fee should be waived, the director may waive levy of the registration fee following timely compliance.
(d) Appeal of registration and/or reconsideration to municipal court. Within thirty (30) days of the date of such notification or within thirty (30) days of the date of reconsideration by the director, the property owner may appeal the decision to the municipal court for the City of Ferguson.
(Ord. No. 2003-3770, § 1, 3-II-03)
Sec. 7-145.25. - Registration fee.
(a) Amount of fee. There is hereby established and assessed a semi-annual fee in the amount of two hundred dollars ($200.00) imposed on all owners of property registered under this division.
(b) Owner responsible. It shall be the joint and several responsibility of each owner of property registered pursuant to this division to pay the semi-annual registration fee.
(c) Accrual of fee. The registration fee shall begin to accrue on the beginning of the second calendar quarter after registration by the director of reconsideration by the director; however, in the event that an appeal is filed with the municipal court, the registration fee shall begin to accrue on the beginning of the second calendar quarter after the final decision of the municipal judge or court of competent jurisdiction.
(d) Billing procedures; late penalties. The director of finance shall cause to be mailed to the owner of property registered under this division, at his or her last known address, a bill for the semi-annual registration fee. The fee shall be due and payable within thirty (30) days of mailing. In addition to any other penalties provided by law, if an owner fails to pay the fee assessed for such property within thirty (30) days of the date of mailing, a late payment fee of twenty-five dollars ($25.00) per month shall be assessed for each month during which the fee remains unpaid.
(e) Failure to pay fee unlawful. It shall be unlawful for any owner of property registered pursuant to this division 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 1-15, General penalty, of the Municipal Code.
(f) Collection of delinquent fees; lien on property and other effects of delinquent fees; foreclosure proceedings.
(i) Action to recover. In addition to any other penalties provided by law, the city may initiate and pursue an action in a court of competent jurisdiction to recover any unpaid fees, interest and penalties from any person liable therefor and, in addition, may recover the cost of such action, including reasonable attorney fees.
(2) Lien on property. Any unpaid or delinquent fees, interest and/or penalties, whether or not reduced to judgment, shall constitute a lien against the property for which the fee was originally assessed until the same shall be fully satisfied. The director of finance is authorized to take all steps necessary to file and perfect such liens as may be required or directed by the director from time to time.
(3) Obtaining permits prohibited. In addition to any other penalties provided by law, if an owner fails to pay the fee assessed for such property, including any late payment fee subsequently imposed, within sixty (60) days of the date of mailing of the initial bill, said owner shall not be permitted to apply for, obtain or renew any city license or permit of any kind until such delinquency has been satisfied.
(4) Foreclosure. Any registration fees which are delinquent for a period of one (1) year shall be subject to foreclosure proceedings in the same manner as delinquent real property taxes. The owner of the property against which the assessment was originally made shall be able to redeem the property only by presenting evidence that the violations of the applicable housing code cited by the director have been cured and presenting payment of all registration fees and penalties.
(5) Sale of property. Upon bona fide sale of the property to an unrelated party, the lien on such property for the registration fees shall be considered released and the delinquent registration fee forgiven.
(Ord. No. 2003-3770, § 1, 3-II-03)