



**Rockdale County Planning and Development Office  
Code Enforcement Division  
Vacant Property Registration & Renewal Form  
2570 Old Covington Hwy.  
Conyers, Georgia 30012**

It is the duty of each owner of any vacant residential building or dwelling subject to Ordinance 2018-14 (codified as 42-101), to file a registration statement with the Office of Planning and Development within 60 days after the building or dwelling becomes vacant, or within 90 days after acquiring ownership, whichever is later, of any vacant residential building or dwelling not currently registered. In the event that the Office of Code Enforcement provides written notice to the owner of the existence of any vacant building or dwelling, the owner of such vacant building or dwelling shall file a registration within 30 days of such notice.

The registration shall remain valid for twelve (12) months from the date of registration. In the event that ownership of a registered structure changes during this period, the new owner shall file an amended registration statement within 30 days of accepting the vesting instrument. The owner shall be required to renew the registration for successive twelve month periods as long as the building or dwelling remains vacant for any part thereof.

At the time of filing of the registration statement, the owner shall pay a registration fee of \$60 or a renewal fee (as applicable) in the amount of \$100. No registration statement shall be deemed filed unless the fee has been paid. Any vacant building or dwelling that is in violation of any provision of the housing, building, or fire code at the time of renewal may be fined up to \$1000 a day, until the violation has been resolved.

New Registration    Renewal    Amendment    Removal   Date \_\_\_\_\_

**Property Information**

|  |  |  |                               |
|--|--|--|-------------------------------|
| Address (no P.O. Boxes)  | Bldg #:                                | Parcel ID                                      |                               |
| <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family/Apt <input type="checkbox"/> Duplex/Triplex/Quad <input type="checkbox"/> Other _____ |  |  |                               |
| Date of Vacancy  | Property Secured<br>Yes   No   Unknown | Existing Code Violations<br>Yes   No   Unknown | Utilities On<br>Yes   or   No |

**Registering Party Information – Owner Information**

|                         |            |           |         |               |     |
|-------------------------|------------|-----------|---------|---------------|-----|
| Prefix:                 | First Name | Last Name | Company |               |     |
| Address (No P.O. Boxes) |            | Apt/Ste   | City    | State         | Zip |
| Email Address           |            | Phone     |         | Alt Phone     |     |
| Driver's License #      |            | State     |         | Date of Birth |     |

**Local Representative Information (If different from above)**

Check all that apply:  Agent    Manager    Other \_\_\_\_\_

|                         |            |           |         |               |     |
|-------------------------|------------|-----------|---------|---------------|-----|
| Prefix:                 | First Name | Last Name | Company |               |     |
| Address (No P.O. Boxes) |            | Apt/Ste   | City    | State         | Zip |
| Email Address           |            | Phone     |         | Alt Phone     |     |
| Driver's License #      |            | State     |         | Date of Birth |     |

**Deed Record**

|               |      |      |
|---------------|------|------|
| Date Recorded | Book | Page |
|---------------|------|------|

Terms & Agreements:

I have read and understand the Vacant Property Registration Ordinance

All information provided is true and accurate. I understand that providing incorrect information or failure to register, amend, and/or renew registration for a vacant residential building constitutes a failure to comply with the provisions of The Vacant Property Code; and thereby, penalties may be imposed.

\_\_\_\_\_  
Registering Party's Signature

\_\_\_\_\_  
Planning & Development Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Sec. 42-107. - Removal from registry.

A vacant real property owner, or the agent of such owner, may apply to remove such vacant real property from the registry at such time as the real property no longer constitutes vacant real property. Application for removal from the registry shall be accompanied by corroborating documentation that the real property no longer constitutes vacant real property defined by the department of planning and development. Corroborating documentation need not, and shall not, include the names or other personal information of any tenant(s). The department of planning and development shall inspect the property to identify any violations which must be addressed prior to removal from the registry. The department of planning and development will grant or deny such application within 60 days and in the case of denial shall provide notice to the property owner. If the department of planning and development does not grant or deny the application for removal from the registry within 60 days, the application shall be deemed granted.

Sec. 42-106. - Maintenance of vacant real property.

The owner of any vacant building or dwelling, shall, within 30 days of registration, do the following:

- (a) Enclose and secure the building or dwelling as provided; and
- (b) If deemed essential by the director of planning and development, **post a sign affixed to the building or dwelling indicating the name, address and telephone number of the owner and the owner's authorized agent for the purpose of notice and/or service of process. The name, address and telephone number of a person responsible for day-to-day supervision and management of the building or dwelling, if such person is different from the owner holding title or authorized agent shall be indicated on the sign as well. The sign shall be of a size and placed in such a location so as to be legible from the nearest public street or sidewalk, whichever is nearer; and**
- (c) Maintain the building or dwelling in accordance with the ICC Property Maintenance code, as adopted by Rockdale County.

(Ord. No. 2018-14, § 6, 11-13-2018)

**FOR OFFICE USE ONLY**

|                       |             |            |  |
|-----------------------|-------------|------------|--|
| Date Received         | Received By | Fee Amount | How Paid?<br><input type="checkbox"/> Check (Personal/ Cashier)<br><input type="checkbox"/> Money Order<br><input type="checkbox"/> Credit/Debit Card<br><input type="checkbox"/> Cash |
| Registration Complete | Comments:   |            |  |