



**Rockdale County Planning and Development Department  
Code Enforcement Division  
Vacant Property Registration & Renewal Form  
958 Milstead Ave NE  
Conyers, GA 30012**

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

The registration shall remain valid for twelve (12) months from the date of registration. If ownership of a registered structure changes during this period, the new owner shall file an amended registration statement within 20 days of accepting the vesting instrument. The owner shall be required to renew the registration annually if 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 Yes or No	Existing Code Violations Yes or No	Utilities On 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 (Must be in the State of Georgia)**

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
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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. 42-103. - Registration statement.**

(a)Registration statement. Until such time as the Georgia Department of Community Affairs promulgates a standard registry form, the office of code enforcement is authorized to prepare registry forms, in paper or electronic format. **On such form, each registrant shall be required to file with the office of code enforcement only the following information:(1)The real property owner'(s) name, the street address, mailing address, phone number, facsimile number, email address, Driver's license number, state of issue and date of birth;(2)The agent's name, street address, mailing address, phone number, facsimile number, and email address, Driver's license number, state of issue and date of birth;(3)The real property's street address and tax parcel number;(4)The transfer date of the instrument conveying the real property to the owner; and(5)At such time as it becomes available, recording information, including deed book and page numbers, of the instrument conveying the real property to the owner.**

(b)Updated registration statement. The owner shall notify the department of planning and development, within 30 days, of any change in the information provided in the registration statement and regardless of whether the information provided was in the deed under power of sale or deed in lieu of foreclosure, by filing an updated registration statement on a form provided by the department of planning and development for such purposes. There shall be no fee for the filing of an updated registration statement.

(c)Initial validity/renewal. The registration shall remain valid for 12 months from the date of the filing of the registration statement. In the event that ownership of a registered structure changes during this period, the new owner shall file an amended registration statement within 20 days of accepting the vesting instrument. The owner shall be required to renew the registration for successive 12-month periods as long as the real property remains vacant for any part thereof.

(Ord. No. 2018-14, § 3, 11-13-2018)

**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)

**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.  
(Ord. No. 2018-14, § 7, 11-13-2018)

**FOR OFFICE USE ONLY**

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