



Planning and Development Services of Kenton County

Kenton County Vacant Foreclosed Property Registration

Information regarding the registration program, including who must register, is provided on page 2 of this form.

Registration Type: Initial Registration: Renewal Registration:

Property Owner: _____

Property Address: _____

Lending Institution, Mortgagee, Creditor or Owner (required):

Business Address (No P.O. Boxes) _____

Phone Number: _____ Email Address: _____

Preservation Company (if applicable):

Business Address (No P.O. Boxes) _____

Phone Number: _____ Email Address: _____

Local Maintenance Provider Contact Name & Title (required) :

Business or Home Address (No P.O. Boxes) _____

Phone Number: _____ Email Address: _____

PIDN: _____ Date of Initial Foreclosure Filing: _____

Mortgagees shall pay any required fees and maintain accurate registration information until the property is transferred to an unaffiliated third party.

Please include registration fee with application: \$150 Initial Registration Fee \$150 Renewal Fee

The mortgagee or agent of this building and undersigned does hereby certify that the information and statements given on the registration are to the best of his or her knowledge, true and correct. I acknowledge and understand the property maintenance expectations for registered properties.

Applicant Signature _____ Date _____

Return this registration form, along with your fee to:
Planning and Development Services
Property Maintenance Code Enforcement
2332 Royal Drive Fort Mitchell KY 41017
Attn: Vacant Foreclosed Property Registration

Kenton County Vacant Foreclosed Property Registration

Who Must Register?

A mortgagee who files a foreclosure on a residential property anywhere within Kenton County and when that property is vacant, must file a registration with the Kenton County Vacant Foreclosed Property Registry. A property that is in a foreclosure proceeding and is not vacant, need not be registered. Any foreclosure action brought before March 9th, 2017 must be registered by March 9th, 2017. Any foreclosures filed after March 9th, 2017 must be registered within 10 days of the foreclosure filing.

How do I register?

The mortgagee or agent must complete the downloadable registration form on the Planning and Development Services website and pay the registration fee of \$150.00 per parcel. For more information, go to www.pdskc.org or call (859) 331-8980.

Property Maintenance Expectations.

- Properties must be maintained free of outwards appearances of foreclosure and vacancy during the registration period.
- No signs or placards may be placed on the exterior of the building on the windows or doors indicating that the property is vacant or foreclosed;
- Grass shall be no higher than 10 inches at any time and the property must be maintained free of all noxious weeds, and litter.
- The premises shall remain secure and locked. Broken windows and doors which are visible from the right-of-way may be covered with plywood or similar boarding material on an emergency basis, but for no more than ten business days, while arrangements are being made to replace broken glass or broken parts of existing windows and doors. Otherwise windows and doors visible from the public right-of-way must be maintained in good repair and not boarded. Clear, plexiglass material may be used to secure a property for a period longer than 10 days.
- Handbills, circulars, and advertisement shall be removed from the porches and yards (within 5 business days of being notified).
- Standing water on the premises, including but not limited to standing water in swimming pools, shall be eliminated.
- All other applicable property maintenance provisions as listed within the International Property Maintenance Code, local Zoning Ordinances and Nuisance Codes remain in effect.

Periodic Inspection:

Jurisdiction or PDS code enforcement officials may inspect the property to ensure compliance with applicable property maintenance, zoning and nuisance code requirements. The code enforcement official will notify the registered local contact of any violations identified at the time of inspection. Any violations must be corrected within 14 days or code enforcement orders will be filed and placed as a priority lien for the total cost on the tax duplicate.