



City of Highland Heights
 Office of the City Clerk/Treasurer
 176 Johns Hill Road
 Highland Heights, KY 41076
 Phone: 859-441-8575
 Fax: 859-441-8293

VACANT FORECLOSED PROPERTY REGISTRATION FORM

Within ten (10) business days of filing a foreclosure action on a vacant residential property in Highland Heights, the Mortgagee shall submit a vacant, foreclosed property registration form. A form is not required if the property is occupied on the date of filing a foreclosure. However, the Mortgagee must file a vacant, foreclosed property registration form within 10 business days if the property becomes vacant during the foreclosure process.

Registration: _____ Initial _____ Renewal

Property Address: _____

Book-Plat-Parcel: _____

Date of Foreclosure Action: _____

Name of Mortgagee: _____

LOCAL CONTACT PERSON

Name and Title: _____

Business or Home Address (Not a Post Office Box): _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Fee Schedule	
Mortgagees shall pay any required fees and maintain accurate registration information until the property is transferred to a bona fide owner-occupant or an unaffiliated third party, the property is reoccupied, or the property is sold at judicial sale. Please see the Highland Heights Code of Ordinances sections 150.70-150.99 to review the ordinance.	
Initial Registration Fee: \$500.00	Annual Renewal: \$500.00

The owner or agent of this building and undersigned does hereby certify that the information and statements given on the registration are, to the best of her/his knowledge, true and correct.

Applicant's Signature: _____ Date: _____