



City of Wichita
Office of Central Inspection
455 North Main – 7th Floor
Wichita, KS 67202
(316) 268-4481
Fax (316) 268-4663

NEGLECTED BUILDING REGISTRATION FORM

Pursuant to Title 30 of the Code of the City of Wichita, any building that meets the following conditions, must be registered with the Office of Central Inspection: the building has been the subject of two or more, unabated, notices of violation; is unsecured; has sustained significant fire, wind or water damage; has been declared a criminal nuisance; has been boarded up for a period of more than 90 days; or has sustained substantial deterioration due to lack of maintenance; the owner has failed to appear in court and a warrant has been issued for violations of Chapter 18 or 20 of the Code of the City of Wichita: the owner has refused to accept notice of violation of Chapter 18 or 20.

Please complete this form, enclose a check or money order for \$25 made payable to the City of Wichita – City Treasurer, and mail to: **Office of Central Inspection, 455 North Main – 7th Floor, Wichita, KS 67202**, within 30 days of the receipt of this notice. **DO NOT MAIL CASH.**

Please fully complete the information requested below. Any changes to the information contained on this form must be reported to the Office of Central Inspection within 30 days of such changes. ***Failure to register will result in a civil penalty of up to \$1000 per calendar year. Required registration is not transferable to new owners. A new registration will be required for each change of ownership of the building.***

SECTION I – BUILDING INFORMATION

A. Address _____

B. Tax Key Number _____

C. Primary Use of Building?

Residential

Commercial

D. Number of Units Within Building? _____

SECTION II – OWNERSHIP INFORMATION

A. Please list the name, address and phone number of the **owner**. If there are multiple owners, please attach additional sheets. ***If owner is a corporation, please provide information regarding registered agent.***

Name _____

Address _____

Phone _____

B. Please list the name and address of any lienholder. If there are multiple lienholders, please attach additional sheets.

Name _____

Address _____

C. Please list the name of any other parties having a legal or equitable interest in the property.

Name _____

Address _____

Phone _____

D. Please list any **agent** designated for receiving notices or service of process. Such person must reside within Sedgwick County, Kansas. **Note: *If the owner of the property resides outside of Sedgwick County, a local, resident agent, must be designated.***

Name _____

Address _____

Phone _____

SECTION III – Condition Of Building

A. Building is:

- | | | |
|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Occupied | <input type="checkbox"/> Vacant | |
| <input type="checkbox"/> Secured | <input type="checkbox"/> Open | |
| <input type="checkbox"/> Boarded | <input type="checkbox"/> Partially | <input type="checkbox"/> Completely |

Note: *Building must be secured in accordance with Title 20 of the Code of the City of Wichita.*

SECTION IV – Statement of Intent

A Statement of Intent must be filed along with this registration *if the building is unoccupied*. The statement must include the following: expected period of vacancy; plan for regular maintenance; or reasonable plan and time line for occupancy, rehabilitation or demolition.

I hereby certify that I have prepared or examined this Neglected Building Registration Form and that to the best of my knowledge and belief, it is true, accurate and complete.

Signature of Owner _____ Date _____

Printed Name _____