



Town of Romney
Vacant Building Registration Form

Phone: 304-822-5118 Fax: 304-822-5793 <https://townofromney.com>

340 East Main Street; Romney, West Virginia 26757

Date Filed:	Registration Type (circle): New Renewal
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Property & Structure Information

Address:	Tax Map & Parcel ID:
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Status (circle all that are true): Vacant Open Secure Exterior Maintained Abandoned

Utilities (circle): electricity: on / off water: on / off gas: on / off

Date utility terminated: _____

Owner(s) Information (P.O. Boxes are not acceptable) (Attach additional sheets if necessary.)

If the property is owned by:

- an **individual person**, provide the name and residence of the individual person;
- an **estate**, please provide the name and business address of the executor;
- a **trust**, please provide the name and address of all trustees, grantors, and beneficiaries;
- a **partnership**, the names and residence address of all partners with an interest of 10% or greater;
- a **corporation**, provide the names and residence address of all officers and directors of the corporation and attach a copy of the most recent annual franchise tax report filed with the WV Secretary of State;
- any other form of **unincorporated association**, the names and residence addresses of all principals with an interest of 10% or greater.

Name:	
Address:	
Phone Number:	Signature:

If owner is not a resident of West Virginia, please provide a designated local property agent:

Name:	
Address:	
Phone Number:	Signature:

Fee Schedule
<1 year = \$0 3 years = \$2000
1 year = \$500 4 years = \$3500
2 years = \$1000 5 years = \$5000
5 years+ = \$5000 per year Fees are determined by the number of years structure is vacant, regardless of varying ownership.

STATE OF _____ COUNTY OF _____:

I, _____, a notary public in and for said state, do hereby certify that _____ whose name is signed to the writing above, has this day acknowledged the same before me. Given under my hand this _____ day of _____, _____.

My commission expires: _____

NOTARY SEAL

Notary Public