



CHARLOTTE.
NEIGHBORHOOD & BUSINESS
SERVICES
CODE ENFORCEMENT

Boarded Up Structure Registration Form

** = These fields must be completed to continue

STEP 1: Boarded Up Property Information					
Number**	Unit	Dir.	Street Name**	Type	Dir.
City		State	Zip Code**		
Parcel ID**					
How long will this structure be boarded up?**					
Reminder: A structure can be boarded up for up to six (6) months.					

STEP 2: Owner Information							
Owner 1 Information			Owner 2 Information				
First**	MI	Last**	Suffix	First	MI	Last	Suffix
Business Name			Business Name				
Address (1)**			Address (1)				
Address (2)			Address (2)				
City**	State**	Zip Code**		City	State	Zip Code	
Phone	Fax		Phone			Fax	
Email			Email				

STEP 3: Responsible Person Information				
Who does Neighborhood Development contact regarding this boarded up structure?***	Responsible Person Information			
	First	MI	Last	Suffix
Property Owner(s)				
Responsible Person	Business Name			
If you check "Responsible Person" above, you must provide the name/business name and contact information for the person or business that will serve as the contact for this boarded up structure.	Address (1)			
	Address (2)			
	City	State	Zip Code	
	Phone	Fax		
	Email			

STEP 4: Lien Holder Information							
Lien Holder 1 Information			Lien Holder 2 Information				
First	MI	Last	Suffix	First	MI	Last	Suffix
Business Name			Business Name				
Address (1)			Address (1)				
Address (2)			Address (2)				
City	State	Zip Code		City	State	Zip Code	
Phone	Fax		Phone			Fax	
Email			Email				

STEP 5: Maintenance Plan**

Your vacant property must be kept in compliance with City code regardless of its occupancy status. You must provide a plan for regular maintenance while the structure is boarded (control of weeds and grass, graffiti, debris, security, etc.)

STEP 6: Future Plan**

Describe your plan and time line for lawful occupancy, rehabilitation and/or demolition

STEP 7: Sign, Date and Submit

Signature: Sign your name here ** Today's Date **