



# Vacant, Abandoned, or Dilapidated Property Registration

City of Hattiesburg – Department of Urban Development

PO BOX 1898 – Hattiesburg, MS 39403-1898 | Phone (601)- 545-1003



**NOTE:**

- Fill this application out **IN FULL** with what applies to your application
- Refer to the VAD Ordinance—Ordinance No. 3377

**Application Date:** \_\_\_\_\_

## Property Information

**Municipal Address of Site:** \_\_\_\_\_

**PPIN #:** \_\_\_\_\_ **Parcel Number(s):** \_\_\_\_\_

**Total Vacant Square Footage:** \_\_\_\_\_ **Last Date of Occupancy:** \_\_\_\_\_

## Contact Information

### Property Owner:

**Property Owner Name:** \_\_\_\_\_

**Property Owner Phone Number:** \_\_\_\_\_

**Property Owner Email Address:** \_\_\_\_\_

**Property Owner Full Address:** \_\_\_\_\_

### Local Property Manager: (if Property Owner is not a resident of Forrest or Lamar County)

**Property Manager Name:** \_\_\_\_\_

**Property Manager Phone Number:** \_\_\_\_\_

**Property Manager Email Address:** \_\_\_\_\_

**Property Manager Full Address:** \_\_\_\_\_

### Structure Type: (Check One)

Single-Family Home     Commercial Property     Other: \_\_\_\_\_

<b>For Staff Only:</b>	
<b>VAD Account Number:</b>	<b>Received by:</b>
<b>PPIN # or Parcel #:</b>	



**VAD Registration Checklist**

The following paperwork **MUST** be attached to this application:

- Floor Plan Diagram
- Copy of entire Warranty Deed (filed and recorded at the courthouse) with legal description granting title to the current owner. (If the Warranty Deed covers a larger piece of property than the current project, a legal description for this project site only may also be required)
- Proof of liability insurance, no less than one hundred thousand dollars (\$100,000.00), for the property and/or a surety bond which bond must be approved by the Director and the City Attorney or his designee for the value of structure if insurance cannot be obtained. Said value shall be the appraised value as determined by the Forrest County Tax Assessor
- Owner Affidavit
- Right of Entry Form
- Other documents needed (if relevant):
  - Change of Ownership Form
  - Other: \_\_\_\_\_
- Payment to the City of Hattiesburg for filing a VAD property in the amount of \$\_\_\_\_\_.

The following fees are an excerpt from Ordinance No. 3368, adopted February 4<sup>th</sup>, 2025

<u>VAD Registration Fees</u>	
Fee Type	Fees Associated
<b>Initial Registration</b>	<b>\$250.00</b> for single-family residential structures. <b>\$750.00</b> for all other structures
<b>Annual Inspection Fee</b> <small>*Fees for replacement street signs shall be paid after City Council approval but prior to the effective date. *</small>	<b>\$0.01</b> per square foot -OR- <b>\$50.00</b> minimum (whichever is greater)
<b>Renewal</b>	<b>Double the most previous registration fee paid.</b>

\*Subsequent annual registration fees shall be due and postmarked no later than one (1) year from the date the previous vacant structure was identified and noticed.  
 If the registration paperwork is submitted in its entirety within forty-five (45) days of the date the written notice was mailed, then the property owner may be entitled to a one hundred dollar (\$100.00) discount. However, failure to submit the registration paperwork in its entirety within the ninety (90) day time period may result in an additional one hundred fifty dollar (\$150.00) fee.\*

**Make all checks payable to the City of Hattiesburg**

I hereby certify that I have completed and attached the above-required documents, information, and fees.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**OWNER AFFIDAVIT PAGE**

THIS PAGE MUST BE SIGNED IN FRONT OF A NOTARY, BY THE OWNER(S) OF THE SUBJECT PROPERTY

**WITNESS THE SIGNATURES** of the **OWNER(s)** of the subject property located at

\_\_\_\_\_  
Street Address City State

on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

In the matter of this request, the property owner further authorizes the following named person(s) to represent them as a property manager.

\_\_\_\_\_  
on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Property Owner (Print)

\_\_\_\_\_  
Property Owner (Signature)

**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

**Personally came and appeared** before me, the within named

\_\_\_\_\_,  
who signed and delivered the above and foregoing instrument as and for their free act and deed on the day and year therein mentioned, and who acknowledge to me that they are the owner(s) of the subject property as described in this VAD Registration.

**GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE**, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

**City of Hattiesburg**  
**Right of Entry Agreement**

2018 International Property Maintenance Code, Section 104, [A] 104.3

I/We \_\_\_\_\_, the owner(s)/tenant(s) of the  
Name of Property Owner/Tenant  
property located at \_\_\_\_\_, Hattiesburg, MS, do hereby  
(Address of Property)

grant, freely give, and without coercion, the Right of Entry to the Code Enforcement Division Officer for the purpose of inspection to enforce the provisions of the adopted codes. It is understood the Code Enforcement official has reasonable cause to believe that there exists in or upon this structure and/or premises a condition in violation of the adopted code.

\*\*\*The Code Enforcement official is entering the property at a reasonable time.

\*\*\*The Code Enforcement official has presented credentials identifying themselves as an employee of the City of Hattiesburg.

\*\*\*The Code Enforcement Official has clearly stated those conditions or issues that could be considered in violation of the provisions of the code and could lead to the issuance of notice(s) or citation(s).

\*\*\*The Code Enforcement Official has requested and has been granted entry by the owner and/or tenant of the property for the purpose of inspecting this property on

the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Code Enforcement Officer

\_\_\_\_\_  
Owner/Tenant

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

## Plan of Action – Memorandum of Understanding

Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Code Enforcement Officer: \_\_\_\_\_

Property Address: \_\_\_\_\_

Date of Notice: \_\_\_\_\_ Date of Condemnation: \_\_\_\_\_

1. The owner(s) agree to obtain all permits as required by the Land Code/Building Inspection Division for the repair/rehabilitation and/or cleaning of this property.
2. Corrective action on the part of the owner will include: (attach documents if necessary)
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
3. Current owner(s) is responsible to inform Potential Buyers of previous Notice of Violations, Municipal Offense Tickets, Council Resolutions, and agreements reached with the Code Enforcement Division.
4. Current owner(s) understands the Code Enforcement Division will proceed with corrective actions to resolve the violations should there fail to be compliance with this agreement.

*The owner of the above property does acknowledge and accept responsibility for the aforementioned actions in response to a Notice of Violation, Municipal Offense Ticket and/or Council Resolution regarding the current status of this property*

Signature of Owner/Owner's Agent: \_\_\_\_\_

