



Building Safety & Zoning

Registration of Vacant & Foreclosed Residential Buildings

OFFICE USE ONLY

Date: _____

Issued by: _____

Fee: \$50.00

Cash/Check#: _____
(Checks shall be made payable to "City of Watertown")

Receipt #: _____

The City of Watertown Code Chapter 332-6 states that if a property is determined to be vacant and/or foreclosed, the owners and/or mortgagee must register the vacant and/or foreclosing residential properties with the Building, Safety & Zoning Department on forms provided by the Department. If contact information changes, the City of Watertown shall be notified within seven (7) days of it changing. Please complete, sign and return this form with initial inspection fee to: **Building Inspector, Building Safety and Zoning, 106 Jones Street, Watertown, WI 53094.**

In addition, all property registrations are valid for one calendar year. An annual registration fee of fifty dollars and no cents (\$50.00) must accompany the registration form. Checks shall be made payable to "City of Watertown". Subsequent annual registrations and fees are due within thirty (30) days of the expiration of the previous registration and must certify whether the foreclosing and/or foreclosed property remains vacant or not.

1. Property

Address: _____

City: _____ State: _____ Zip Code: _____

Legal Description _____

2. Owner

Name(s): _____ Phone: _____

Address (No P.O. Box): _____

City: _____ State: _____ Zip Code: _____

Mailing Address _____
(If Different) _____

3. 24-Hour Contact

Name(s): _____ Phone: _____

Address (No P.O. Box): _____

City: _____ State: _____ Zip Code: _____

Mailing Address _____
(If Different) _____

4. Inspection

Vacant (City Inspected)

Vacant (Mortgagee Inspected)

Occupied