



## VACANT PROPERTY REGISTRATION

ALL INFORMATION ON THIS APPLICATION MUST BE COMPLETED

1) New Registration \_\_\_ Registration Renewal \_\_\_ Subsequent Owner \_\_\_ (PLEASE PRINT)

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### 2) PROPERTY DESCRIPTION

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

Property Identification Number: \_\_\_\_\_

Property Type: Single Family Dwelling \_\_\_ Duplex \_\_\_ Unimproved \_\_\_ Other \_\_\_

Describe Current Property Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### 3) OWNER INFORMATION

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers: Business \_\_\_\_\_ Evening \_\_\_\_\_

Cell \_\_\_\_\_ Emergency \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

\*\*\*\*Attach information for all other owners on a separate sheet\*\*\*\*

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### 4) LIST ALL KNOWN LIEN HOLDERS/ OTHER PARTIES WITH AN OWNERSHIP INTEREST

Lien Holder 1

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers: Business \_\_\_\_\_ Evening \_\_\_\_\_

Cell \_\_\_\_\_ Emergency \_\_\_\_\_ Fax \_\_\_\_\_

\*\*\*\*Attach information for all other lien holders on a separate sheet\*\*\*\*

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5) EXPECTED TIME PERIOD OF VACANCY \_\_\_\_\_

6) PLAN FOR OCCUPANCY / COMPLIANCE / DEMOLITION

Proposed Action Type: Re-Occupancy \_\_\_\_\_ Compliance \_\_\_\_\_ Demolition \_\_\_\_\_

Estimated Timeline For Necessary Actions & Corrections: \_\_\_\_\_

Describe Any Conditions That Need Correction: \_\_\_\_\_

Brief Description of Proposed Plan: \_\_\_\_\_

7) REGISTRATION FEES

The registration fees for vacant properties in the City of Hopkins are as follows:

Single property not within five hundred feet of another Vacant Property with same Owner - \$500.00 per property first calendar year, \$1000.00 each subsequent calendar year the properties remain vacant.

Two or more Vacant Properties with same Owner located within five hundred feet of each other - \$1,000.00 per property first calendar year, \$2,500.00 each subsequent calendar year the properties remain vacant.

8. EXEMPTION FROM REGISTRATION FEES

This property is exempt from registration fees for the following: (check all that apply)

- Valid Rental License Per Hopkins City Code Part II, Chapter 20, Article III and is actively marketed "for rent" (must show proof)
- Property is actively marketed as "for sale" (must show proof)
- Valid (Re) Development Agreement with City of Hopkins HRA
- Registration Fee For Current Calendar Year Paid By Previous Owner
- Plan to Re-occupy Within 180 days (execute attached Affidavit)

You are being asked for this information pursuant to Hopkins City Code Part II, Sec. 20-351, for the purposes of complying with the Vacant Property registration requirements of Hopkins City Code Part II, Chapter 20, Article IV – Vacant Properties. If you own "Vacant Property," as that term is defined under Hopkins City Code Part II, Chapter 20-327, then you are required to provide required registration information and failure to do so is a misdemeanor, may result in a request for injunctive relief, and may result in increased registration fees under Hopkins City Code Part II, Chapter 20-352 – Fees. The City intends to maintain this information as "security information," as that term is defined by the Minnesota Government Data Practices Act, and will attempt to limit its dissemination. However, the City will comply with all mandatory data practices or litigation requests.

Applicant:

I hereby attest to the truth and accuracy of the information contained in this application.

Signature of Owner / Agent \_\_\_\_\_ Date: \_\_\_\_\_

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

<b>For City Use Only</b>	Date Received _____
Application checked and approved by: _____	Date Approved _____

**Hopkins Police Department  
Trespass Authorization  
For Vacant Properties  
(Per Hopkins City Code Part II, Section 20-351)**

I hereby authorize and appoint any and all licensed Police Officers of the Hopkins Police Department to act as my agent for the purpose of ordering or demanding that any person(s) other than the owner present on the vacant property identified below depart from the property and not return without written consent of the owner or owner's authorized agent:

Vacant Property located at: \_\_\_\_\_ Hopkins, MN

I also authorize any and all licensed Police Officers of the Hopkins Police Department to act as my agent to serve an Official Trespass Notice to the person(s) being ordered to depart from the property described above.

Owner's Signature: \_\_\_\_\_

Owner's Printed Name: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C ) \_\_\_\_\_

Mailing Address (If different from above): \_\_\_\_\_  
\_\_\_\_\_

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

