

## Requirements for the Sale of Registered Vacant Buildings

Category 1	Category 2	Category 3
<p>The seller must:</p> <p>* Obtain a Truth-in-Sale of Housing report to market the property.</p> <p>The buyer (and/or seller) must:</p> <ol style="list-style-type: none"> <li>1. Register or re-register ownership</li> </ol> <p><b>PLUS</b></p> <ol style="list-style-type: none"> <li>2. Pay outstanding fees</li> <li>3. Comply with existing or outstanding orders for legal occupancy</li> </ol>	<p>The seller (or prospective buyer) <b>MUST:</b></p> <ol style="list-style-type: none"> <li>1. Register or re-register ownership</li> <li>2. Pay outstanding fees</li> <li>3. ** Obtain a code compliance report</li> <li>4. <b>Submit</b> for approval: a <u>cost estimate</u> by a licensed contractor for completing the code compliance, <b>AND</b> a <u>schedule</u> for completion of all code compliance work</li> <li>5. Submit proof of financial capability: e.g. performance bond, escrow account, or other proof accepted and approved by the City</li> </ol>	<p><b><u>MAY NOT BE SOLD</u></b> <b><u>Unless you obtain one of these three certificates:</u></b></p> <ol style="list-style-type: none"> <li>1. Certificate of Occupancy</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>2. Certificate of Code Compliance</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>3. Fire Certificate of Occupancy</li> </ol>
<p>* A TISH report is required to market a category 1 vacant building.</p> <p>** A category 2 vacant building may (also) have a TISH report for marketing purposes. A TISH report is required (only) if the property is marketed prior to obtaining the code compliance.</p>		

## Definitions of Categories of Vacant Buildings:

Category 1	Category 2	Category 3
<p>Unoccupied and secured by other than normal means</p> <p>OR</p> <p>Unoccupied and secured by other than normal means or Order to Vacate issued</p> <p>OR</p> <p>Unoccupied for one (1) year with history of nuisance orders (not necessarily boarded)</p>	<p>Unoccupied and secured by other than normal means (boarded)</p> <p>AND</p> <ul style="list-style-type: none"> <li>- Condemned as UHH (uninhabitable)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>- Condemned or vacated by Fire C of O</li> </ul> <p>OR</p> <p>Unoccupied with multiple violations of housing and building code (based on inspection by VB or HCE staff)</p>	<p>Unoccupied and declared nuisance building for:</p> <ul style="list-style-type: none"> <li>- dangerous structure</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>- Condemned with conditions constituting material endangerment</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>- Has multiple violations with conditions constituting material endangerment</li> </ul>
<p><b>FIRE EXEMPT – Category 1</b></p> <p>Unoccupied due to fire damage</p> <ul style="list-style-type: none"> <li>- Vacated</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>- Condemned</li> </ul>		