



City of Hinton  
Code Enforcement

**VACANT BUILDING REGISTRATION FORM**

322 Summers Street, Hinton, WV 25951

304-466-3255 Fax 304-466-3747

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

Registration Type (circle one)    New    Renewal

**Property & Structure Information**

Address: \_\_\_\_\_ Tax Map & Parcel ID: \_\_\_\_\_

Status (circle all that apply):    Vacant    Open    Secure    Exterior Maintained    Abandoned

Utilities (circle all that apply):    Electricity ON / OFF    Water ON / OFF    Gas ON / OFF

Date Utility Terminated:    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

**Owner(s) Information (P.O. Boxes are not acceptable)**

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

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

Phone Number: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

**If Owner is not a resident of West Virginia, please provide a designated local property agent**

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

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

Phone Number: \_\_\_\_\_ Property Agent's Signature: \_\_\_\_\_

**If the property is owned by:**

- An individual person, provide the name and residence of the individual person;
- An estate, provide the name and business address of the executor;
- A trust, please provide the name and address of all trustees, granters, and beneficiaries;
- A partnership, provide the names and residence address of all partners with an interest of 10% or more;
- A corporation, provide the names and residence addresses of all officers and directors of the corporation and attach a copy of the most recent annual franchise tax report filed with the WV Secretary of State;
- Any other form of unincorporated association, provide the names and addresses of all principals with an interest of 10% or more

**Fee Schedule**

< year = \$0

1 year = \$200

2 years = \$400

3 years = \$600

4 years = \$800

5 years = \$1600

> 5 years = \$1600+\$300 per years over

***The fee is determined by the  
numbers of years vacant,  
regardless of varying ownership.***