



City of Atlanta



Vacant Property Registration

**Atlanta Police Dept
Community Services Division
Code Enforcement Section**

55 Trinity Ave, Suite 3450
Atlanta, GA 30303
404-330-6190 phone
404-546-8266 fax
codesrequests@atlantaga.gov
www.atlantaga.gov/vacantproperty

**Ordinance &
Registration
Instructions**

Thank You for Your Interest in Vacant Property Registration

In accordance with the newly adopted ordinance, 10-O-1457 (Article VI, Sec. 60-66 of the Atlanta Housing Code), all owners of a vacant residential building or dwelling, must register said building or dwelling with the Office of Code Enforcement. Key elements of the ordinance have been provided below. You should read and familiarize yourself with the ordinance which you may obtain from the Office of Code Enforcement by email via codesrequests@atlantaga.gov, or by visiting www.atlantaga.gov. This form is intended to assist the registrant. However, the Ordinance controls.

Vacant Property Registration Rules/Process

1. Each owner of any vacant residential building or dwelling (as defined by the ordinance) **must file a registration statement with the Office of Code Enforcement within thirty (30) days after the building or dwelling becomes vacant**; or within thirty (30) days after acquiring ownership (whichever is later).
2. Vacant means a building or dwelling which is lacking habitual presence of human beings who have a legal right to be on the premises, or at which substantially all lawful business or construction operations or residential occupancy has ceased for more than 30 days. Evidence of utility non-usage or service disconnect shall be prima facie evidence of vacancy. Such term shall not include a building or structure containing multiple units with common ownership that has at least one unit occupied with evidence of utility usage.
3. If the Office of Code Enforcement issues a written notice of an existing vacant building or dwelling to the owner, the owner must file a registration statement within fifteen (15) days of such notice.
4. Registration shall remain **valid for twelve (12) months** from the date of registration.
5. Residential Rental and Seasonally Vacant properties are exempt from registration (see Ordinance for definitions).
6. Any owner that fails to comply with the provisions of this Ordinance shall be in violation of the Atlanta Housing Code.
7. In addition to providing basic property and ownership information, the owner must designate an agent who either resides or has an office in City limits to receive all notices and summonses. If the owner either resides or has an office in the City limits, he may designate himself the agent.
8. If the information provided in the initial registration statement changes, such as a new owner or agent, the owner must file an amended registration statement within twenty (20) days of such event at no additional fee.
9. Within thirty (30) days of registration, the owner/agent must maintain the vacant property in accordance to Section 29 of the Atlanta Housing Code; and post a sign affixed to the building/dwelling indicating the name, address, and telephone number of the owner and agent (if different) for the purpose of notice and/or service of process.
10. **No registration statement shall be deemed filed unless the fee has been paid.** The fee is \$100 per vacant building. Only one registration statement need be filed per parcel of land but the fee is \$100 per vacant building. If at renewal the building(s) is not up to Code, the renewal fee is \$250 per building.
11. If the building/dwelling becomes occupied at any time after registration, the owner must file an amended registration statement within five (5) days of occupancy, providing documentation of such occupancy, and requesting removal from the registry. The Office of Code Enforcement shall remove such structure from the registry within thirty (30) days of the filing of the amended registration statement unless it has reason to believe the structure is vacant and subject to registration.
12. This Ordinance becomes effective February 1, 2012. For the initial registration period, each owner shall have until and including April 1, 2012 to register each building or dwelling subject to registration. Any owner that fails to register after April 1, 2012 shall be in violation of the Atlanta Housing Code.

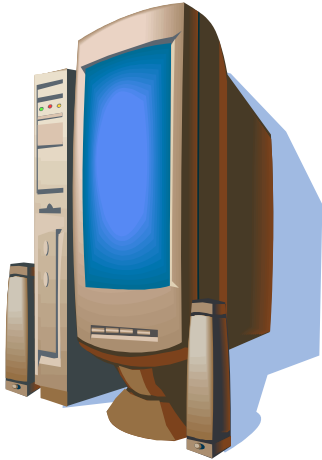
FEES:

\$100	Registration/Renewal Fee Per Building or Dwelling (excluding accessory buildings)
\$250	Renewal Fee For properties with existing code violations at the time of renewal

How Do I Register My Vacant Property?

3 Ways to Register

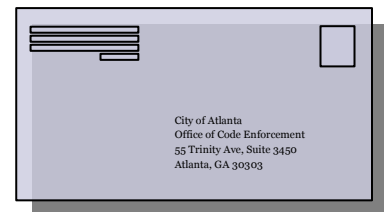
Online Registration



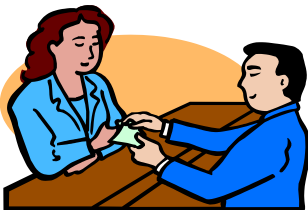
1. Visit http://aca.accela.com/atlanta_ga & create an Accela Citizen Access (ACA) account.
2. Log on to your newly registered account.
3. Select the Register Vacant Property link.
4. Read the disclaimer and check the box that says, "I have read and accepted the above terms."
5. Enter the street number and name (or the parcel number) and click search. (Do Not Enter the Street Type in the Street Name field)
Ex: Mitchell St (INCORRECT); Mitchell (CORRECT)
7. Select the correct address from the provided results and click Continue Registration.
8. Enter all applicable registration information.
9. Pay the Fee and Submit. (The City accepts Credit/Debit Cards with the Visa or MasterCard Logo)

Mailed Registration

1. Visit the Office of Code Enforcement website:
www.atlantaga.gov/vacantproperty
2. Click on the Vacant Property Registration Form Link and download.
3. Mail in your completed form with a check or money order.
(The City accepts personal and cashiers checks)



In Person Registration



1. Visit the Office of Code Enforcement at City Hall South, 55 Trinity Ave, Suite 3450, Atlanta, GA 30303
2. Fill out the Registration Statement Form
3. Pay associated fees. (The City accepts Cash, Check, or Credit/Debit Card)

Vacant Property Registration Points of Contact

Roslyn D. Johnson
Property Registration Coordinator
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404-330-1289

Troy Smith
Code Enf. Supervisor
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404-330-6864

Lt. Cerelyn J. Davis, Commander
Interim Director
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404-330-6131

M. Kasim Reed Mayor

Cesar Mitchell
Atlanta City Council, President

Carla Smith	District 1
Kwanza Hall	District 2
Ivory Lee Young	District 3
Cleta Winslow	District 4
Natalyn Archibong	District 5
Alex Wan	District 6
Howard Shook	District 7
Yolanda Adrean	District 8
Felicia Moore	District 9
C.T. Martin	District 10
Keisha Lance Bottoms	District 11
Joyce M. Sheperd	District 12

Michael Julian Bond	Post 1 At-Large
Aaron Watson	Post 2 At-Large
H. Lamar Willis	Post 3 At-Large