Online Instructions for the new Vacant Property Registration

Step 1: Create an Account

1. Visit the registration website: https://aca-prod.accela.com/COC/Default.aspx or scan the QR code.
2. After successfully logging in, navigate to the **Building and Housing** section.
3. Click on **Permits and Registrations** and follow the prompts to continue your application.
4. Select **Vacant Building Registration** and then choose **Vacant Building Registration Application** to begin.
5. Complete the basic information fields, including the applicant, local agent in charge, and property owner. These fields are mandatory and must be filled out; you cannot proceed with the application if any information is missing.

Step 2: Complete Additional Information Sections

1. **Select Building Type**: Choose the appropriate type of building from the provided options.
2. **Enter the Number of Dwelling Units**: Indicate the total number of dwelling units in the structure.
3. **Total Square Footage**: Enter the total square footage of the property. If the property has one to three units, enter **zero** in this field. Note that this selection will activate cash bond requirements.

   Cash Bond Requirements

   o **Commercial and Industrial Buildings**:
      ▪ All such buildings require a cash bond.
      ▪ For buildings up to 10,000 sq. ft.: a $5,000 bond is required.
      ▪ For buildings over 10,000 sq. ft.: a $15,000 bond is required.
   o **Exemptions**: You may qualify for an exemption from the cash bond requirement if:
      ▪ The property hasn't been boarded by the City in the last 3 years.
      ▪ No complaints have been filed in the last 3 years.
      ▪ Permits are in place to correct violations.
      ▪ Reasonable work is being done to resolve violations.
   o **Bond Maintenance**: If a bond is required, ensure that the designated amount is maintained in the City's escrow account. Government entities are exempt from this requirement.

Step 3: Upload Required Documents

To comply with the Vacant Property Registry, upload the following documents to the registration portal:

1. **Lien Holders**: Include the names and addresses of any lien holders (if applicable).
2. **Local Agent in Charge**: If you do not reside in Cuyahoga County or the surrounding area, designate a local agent responsible for the property's condition.
3. **Certificate of Good Standing**: If the property is owned by an LLC, submit this certificate from the Secretary of State.
4. **Property Tax Statement**: Provide documentation regarding the status of property tax payments.
5. **Governmental Entity Declaration**: Complete this form if applicable.
6. **Bond Exemptions Conditions Form**: Submit this form if certain conditions may exempt you from the bond requirement.

Please Note: If you do not have all the required documents, you may continue with the application and add them later. Do not create a new application. Documents can be added by entering your VPR number and selecting "Attachment" to upload the documents.

Step 4: Pay Fees

1. After completing your application, your cart will display the total amount due for your application.
2. A convenience fee will be added based on the amount of your transaction.
3. Follow the prompts to complete your payment.

Scan the QR code or visit https://www.clevelandohio.gov/residents/codes-ordinances/residents-first for more information on Resident's First:

Thank you for your cooperation and commitment to maintaining Cleveland neighborhoods.