



**VACANT PROPERTY REGISTRATION FORM**  
**Liberty Lake Community Development Department**  
 22710 E Country Vista Drive, Liberty Lake, WA 99019  
 Phone: (509) 755-6704  
 Website: [www.libertylakewa.gov](http://www.libertylakewa.gov)  
 Email: [permitcenter@libertylakewa.gov](mailto:permitcenter@libertylakewa.gov)

The City of Liberty Lake has adopted [Ordinance No. 238](#) under Chapter 3, Title 5 of the City of Liberty Lake Municipal Code, entitled "Vacant Property Registration Program". The lenders or other responsible parties of real property which has been abandoned shall register that property with the City of Liberty Lake Community Development Department within thirty (30) days of the property becoming abandoned, or of receiving notice from the City of the requirements of this chapter.

**Per Ordinance 238, The Contents Of The Registration Shall Include:**

1. Proof of ownership, or financial interest, such as a lien or loan.
2. The name and contact information for the local property manager responsible for maintaining the property.
3. The name and contact information for the owner, lender or responsible party or the agent of the respective entity
4. Documentation which demonstrates the property is vacant, foreclosed, pending foreclosure, or subject to foreclosure, trustee's sale, tax assessor's lien sale or other legal proceedings.
5. Other information as required or requested by Ordinance 238 such as a trespass waiver

**Please return the completed form and required information to [permitcenter@libertylakewa.gov](mailto:permitcenter@libertylakewa.gov).**

<b>Property Owner Name:</b>	
Email:	Phone:
Address:	City, State, Zip:
<b>Lender's Name:</b>	
Email:	Phone:
Address:	City, State, Zip:
<b>Property Manager's Name:</b>	
Email:	Phone:
Address:	City, State, Zip:

Property Information	
Address of Vacant Property:	Parcel Number
Description of Property Status:	

Required Signature
By signing below (with either electronic or physical signature), I acknowledge that as the applicant I am the property owner or have full permission and authority to represent the property owner in this project. Additionally, I certify that my signature included on this form, if done electronically, provides the same understanding and authority as if I had signed the form in person or in writing. I acknowledge, understand, and agree to the requirements and terms described on this form.

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<b>Applicant's Signature</b>	<b>Printed Name</b>	<b>Date</b>
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