



VACANT PROPERTY REGISTRATION FORM

Liberty Lake Planning & Building Services
22710 E. Country Vista Drive, Liberty Lake WA 99019
Phone: (509) 755-6700 Fax: (509) 755 6713 Website:
www.libertylakewa.gov

OWNERSHIP: _____ TODAY'S DATE: _____

STREET ADDRESS: _____ PARCEL NO.: _____

CITY, STATE, ZIP: _____

LENDER NAME: _____

COMPLETE ADDRESS: _____

CITY, STATE, ZIP: _____

OWNER OR LENDER PHONE: _____ EMAIL: _____

PROPERTY MANAGER: _____ PHONE: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

DESCRIPTION OF PROPERTY STATUS: _____

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 Planning & Building Services 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.

OTHER INFORMATION AS REQUIRED OR REQUESTED BY ORDINANCE 238 SUCH AS A TRESPASS WAIVER

Please return the completed form and required information by mail to Planning & Building Services at the address above or email to planner@libertylakewa.gov.