



City of Newport
Code Enforcement Division
998 Monmouth Street, Newport, KY 41071
859-292-3637 www.newportky.gov

Vacant Property Registration

Who Must Register?

A creditor who files a foreclosure action on a property on or after April 1, 2014, in the City of Newport, Kentucky after the foreclosure is filed and when the property is vacant.

A property that is foreclosed and is not vacant need not be registered. The property must be registered within 10 days of becoming vacant after the foreclosure action is filed.

Additionally, no later than sixty (60) days after residential property becomes vacant, the owner of the residential property shall submit a vacant property registration form.

How do I register?

The registration form is available for downloading on the City of Newport website

<http://newportky.gov/City-Government/Code-Enforcement.aspx#>. Pay the registration

fee of \$500 by mail or in person to the City of Newport, Code Enforcement Division, 998

Monmouth Street, 2nd Floor, Newport, KY 41071.



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Vacant Property Registration

Within ten (10) business days of filing foreclosure action on residential property located within the City of Newport that is vacant at the time of filing, the creditor shall submit a vacant property registration form. You are not required to submit a form if the property is not vacant on the date of the filing of the foreclosure. However, you must file this form within 10 days of it becoming vacant if it becomes vacant during the foreclosure process. Only foreclosures filed after April 1, 2014 are subject to registration under this program.

Additionally, no later than sixty (60) days after residential property becomes vacant, the owner of the residential property shall submit a vacant property registration form.

Registration: Initial Registration Renewal Registration

Property Address: _____

Name of Owner: _____

Name of Creditor: _____

Local Contact Person Name & Title located within Kentucky: _____

Business or Home Address (**Not a Post Office Box**): _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Fee Schedule

Creditor or owner shall pay any required fees and maintain accurate registration information until the property is transferred to a bona fide owner-occupant or an unaffiliated third party, the property is reoccupied or the property is sold at judicial sale. Please see Section 100.04 of the Newport Municipal Code to review the full text of the ordinance which is available on this website www.newportky.gov.

The fees for the various requirements are as follows:

Initial Registration Fee: \$500

Annual Registration Fee: \$500

The creditor or the owner or agent of this building and undersigned does hereby certify that the information and statements given on the registration are to the best of his or her knowledge, true and correct.

Applicant's Signature _____ Date _____

Return this registration form, along with your fee to:

City of Newport, Code Enforcement Division, 998 Monmouth Street. 2nd Floor, Newport, KY 41071