

# Vacant Building Sale Policy

DEFINITION OF CATEGORIES OF VACANT BUILDING		REQUIREMENTS FOR SALE OF REGISTERED VACANT BUILDINGS
<b>Category 1</b>		
Unoccupied and unsecured <b>OR</b> Unoccupied and secured by other than normal means <b>OR</b> Unoccupied for one (1) year with history of nuisance orders (not necessarily boarded)	*FIRE EXEMPT	The seller must:
	Unoccupied due to fire damage <b>AND</b> Vacated <b>OR</b> Condemned	**Obtain a Truth-in-Sale of Housing report to market the property.
		The buyer (and/or seller) must:
		1. Register or re-register ownership <b>PLUS</b> 2. Pay outstanding fees 3. Comply with existing or outstanding orders for legal occupancy
<b>Category 2</b>		
Unoccupied and secured by other than normal means (boarded) <b>AND</b> Condemned as UHH (uninhabitable) <b>OR</b> Condemned or vacated by Fire C of O <b>OR</b> Unoccupied with multiple violations of housing and building code (based on inspection by VB or HCE staff)		The seller (or prospective buyer) must: 1. Register or re-register ownership 2. Pay outstanding fees 3. ***Obtain a code compliance report 4. Submit for approval: a cost estimate by a licensed contractor for completing the code compliance repairs, and a schedule for completion 5. Submit proof of financial capability to cover the costs of purchase and repairs
<b>Category 3</b>		
Unoccupied and declared nuisance building for:		MAY NOT BE SOLD unless you obtain one of these three certificates:
Dangerous structure <b>OR</b> Condemned with conditions constituting material endangerment <b>OR</b> Has multiple violations with conditions constituting material endangerment		1. Certificate of Occupancy <b>OR</b> 2. Certificate of Code Compliance <b>OR</b> 3. Fire Certificate of Occupancy
* FIRE EXEMPT Category 1s are upgraded to Category 2 status if offered for sale before being restored to code compliance. ** A Truth-in-Sale of Housing (TISH) report is required to market a category 1 vacant building. *** A TISH report is required for marketing purposes if the property is offered for sale prior to obtaining the code compliance.		