



**Buyer's Application for Sale Approval of a Category 2 Registered Vacant Building**

Vacant Building Address: \_\_\_\_\_

Use of Building (Check One): Single \_\_\_\_\_ Duplex \_\_\_\_\_ Multi-Unit \_\_\_\_\_

Buyer's Name: \_\_\_\_\_  
(Please print clearly and legibly)

Buyer's Address: \_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City, State, Zip)

Buyer's Daytime Phone \_\_\_\_\_ Buyer's Fax Number: \_\_\_\_\_  
(Include Area Code) (Include Area Code)

**THE FOLLOWING REQUIREMENTS MUST BE COMPLETED AND THE APPLICATION FEE PAID BEFORE THIS OFFICE CAN PROCESS A REVIEW FOR THE SALE OF THIS PROPERTY**

- A completed Vacant Building Registration Form must be provided.
- The annual vacant building fee (\$2,459) must be current or a provision must be made for the payment at closing.
- A Code Compliance Inspection Report (or a Fire Division Inspection Report, if the building has more than 3 units) must be completed and cannot be more than one year old.
- An estimate to complete the code compliance repairs must be submitted by a state-licensed, general building contractor. The estimate must be on the contractor's letterhead and include the contractor's state license number. The estimate must include total costs for each of the four categories of repairs: Building, Electrical, Plumbing and Heating. The estimate must contain a statement that it addresses all the code compliance repairs detailed in the report.
- A signed statement must be provided by the buyer giving a date or a timeline for the completion of all the work required by the Code Compliance or Fire Division Inspection Report.
- A copy of the purchase agreement must be provided.
- Proof of financial capability to purchase the property and complete the required work must be furnished.

**I understand that this property shall not be occupied until all code corrections are made and written authorization to occupy is obtained.**

**Fee (effective February 2023): \$324**

Make checks payable to: City of Saint Paul

**If paying by credit card, complete the following information:**

*A 2.49% service fee will be charged for all credit or debit card transactions and will appear as a separate transaction on your card statement. This fee is charged by the service provider DSI uses to handle credit card transactions. City does not receive any of the fees.*

<b>Signature of Cardholder (required for all charges):</b>															
<input type="checkbox"/> AMEX <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa								Security Code ▶		Expiration Month/Year ▶					
Enter Account Number ▶▶															