



116 South Main Street
Fountain, CO 80817
Phone: 719-322-2032
FAX: 719-322-2001

Vacant Property Registration (VPR) Program

Upon the purchase, sale, or other transfer of ownership of any Commercial or multi-family property within the City of Fountain for which the owner or agent is required to register hereunder, every owner or authorized agent of such property within the City of Fountain, when such property is vacant, shall file a Vacant Property Registration Form (VPR) with the office of the City Clerk for each vacant parcel, building, or unit, and shall update the VPR whenever any of the information supplied changes.

- (1) The registration form shall contain the following information:
 - (a) The property street address and/or the El Paso County Assessor's Office schedule number.
 - (b) The name and address of the owner of record and, in addition, if the owner is a corporation, the name and address of the registered agent of such corporation.
 - (c) The name and business address of a person eighteen (18) years of age designated by the owner as the authorized agent for the owner/corporation and who resides within the City of Fountain, and who shall be responsible for receiving notices of violations of the housing code, building code, fire code, zoning ordinance, or any other ordinance of the city, and for receiving service of process on behalf of such owner in connection with the enforcement of ordinances relating to such property, or service of process in any civil action in which the owner is alleged to be liable based upon ownership of the premises or upon transactions related to rental of the premises.
- (3) Penalties:
 - (a) Any person who fails to register their property as required by this section shall be subject to a civil penalty of not more than one hundred dollars (\$100.00) per day for each day such person remains unregistered up to a total of one thousand dollars (\$1,000.00). If a person is in compliance with this section at the time of a hearing and it is the first time that such person has failed to register under this section, the penalty shall not exceed five hundred dollars (\$500.00).
 - (b) Penalties shall be determined through an administrative hearing process as to propriety and amount thereof held pursuant to a notice to the owner. The administrative hearing officer shall consider the history of violations, the appropriateness of such penalty to the size of the business of the owner, whether the owner was negligent, the effect of the owner's ability to continue in business, the gravity of the violation, and the demonstrated good faith of the owner in attempting to achieve rapid compliance after notification of a violation.
 - (c) Except as provided in this section, the registration of owners filed with the City Clerk's Office shall be confidential and not open to the public, however, the City Clerk's Office shall upon request of any law enforcement agency make available the information contained in such registrations.
 - (d) The City Clerk's Office shall review the following information, and any subsequent amendments thereto upon request, identifying the property by street address and/or the El Paso County Assessor's Office schedule number and the name of the owner on record.



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VACANT PROPERTY REGISTRATION FORM

For Property Located at: _____ Fountain, CO 80817.

Tax Sched No. _____

Property Description: _____
(Ex: Multi-Family, Commercial)

Zoning District: _____

Property Owner/Agent Name: _____

Physical Address: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

This property was inspected on _____ at _____ and **IS** or **IS NOT** currently vacant.
Date Time

If vacant, the following individual or property management firm is responsible for security and maintenance (as described in the City of Fountain Municipal Code Chapter 8.13) of this property:

Individual/Company Name: _____

Contact Person: _____

Mailing Address: _____
(No P.O. Boxes)

Phone Number: _____ E-mail: _____

I, _____ certify that the above information is, to the best of my knowledge, true and correct. Should any information change from that originally submitted, I agree to promptly advise the City Clerk's Office, City of Fountain, CO 80817. I understand that erroneous, misleading or false information, as well as, any willful misstatement of material fact, may be grounds for further action by the City to include but not limited to fines and/or liens assessed on the property and/or owner of record. All subsequent annual registrations and fees are due no later than January 31st.

(Print Name)

(Signature)

(Date)



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Please submit or mail completed form and appropriate fees according to the table below, to City Clerk's Office, City of Fountain, 116 South Main Street, Fountain, CO 80817. Make checks/money orders payable to: City of Fountain.

Multi-Family Res. Commercial	0 to 2,999sqft	3,000 to 49,999sqft	50,000sqft and above
1 st year	\$100	\$300	\$500
2 nd year	\$200	\$600	\$1000
No further increase in Vacant Property Registration Fee after the second year.			

For additional information please call City Clerk's Office at 322-2000.

For Office Use Only:

Vacant Property Registration fee of \$ _____ for _____
 (Property Address)

was received with this form on ____/____/____ and is valid through December 31st, _____.

Within 30 days of sale, transfer or occupancy the Owner must supply proof of same to the City.

On ____/____/____ the Owner provided the City with:

- Proof the property is no longer vacant (See _____ attached);
- Proof the property was sold (See _____ attached);
- Proof title has been transferred (See _____ attached)

On ____/____/____ this property was removed from the City's Vacant and Foreclosed Residential

Property list by: _____
 (Name) (Department) (Signature)