



**PROPERTY MANAGER OR PERSON MAINTAINING PROPERTY IF NOT OWNER:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**DAYTIME PHONE #:** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**IF THIS PROPERTY IS A FORECLOSURE, PLEASE COMPLETE:**

**DATE FILED:** \_\_\_\_\_

**Status of Case:** \_\_\_\_\_ **Open** \_\_\_\_\_ **Closed**

**CASE NUMBER:** \_\_\_\_\_ **LENDER INFORMATION:** \_\_\_\_\_

*If Foreclosure Proceedings have been initiated against your property you are responsible for the property while the Proceeding Process is going on.  
If the Proceedings are "DISMISSED" you are responsible for maintaining the property.*

**REMINDERS:**

**WEEDS/GRASS:** All premises and exterior property shall be maintained free from weeds in excess of eight inches.

**TRASH:** There must be an active water account for trash to be picked up. The City will not pick up garbage/rubbish in excess of 20 cubic yards. For clean-outs or construction materials, it will be necessary to make arrangements for a private company for removal or dumpster. Do not put trash to the curb prior to 24 hour before collection day. City trash does NOT take any construction materials. Mattresses must be wrapped in plastic.

**OTHER:** Make certain property address is clearly visible; ensure that the property is free of trash and debris; and on vacant properties all doors and windows must be secured.

**TRANSFER OF OWNERSHIP:** In the event that you decide to transfer the above-identified property by sale, gift, or otherwise (or any other property that has been issued a notice to make repairs or demolish a structure by the City of Youngstown), the transferee must **FIRST** sign an affidavit stating that they are aware that code violations have been found by the City of Youngstown and that they **ACCEPT FULL RESPONSIBILITY** for bringing the property into compliance or will face fines and possible criminal prosecution including jail time. (Ord. 83-121. Passed 4-6-83). Failure to adhere to the mandates of Ord. 83-121 may result in civil or criminal liability to the transferor.

**PLEASE SIGN BELOW**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**TITLE/POSITION**

\_\_\_\_\_  
**SIGNATURE**

**DATED:** \_\_\_\_\_