

# City of West Hollywood VACANT PROPERTY CLASSIFICATION DETERMINATION

\_\_\_\_\_  
Property Owner Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

A site inspection was recently conducted of the vacant property located at the address listed below:

\_\_\_\_\_  
Inspection Date

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Parcel Number

Based on the observations of the City Code Enforcement Officers, this property has been determined to fall into the following classification:

**STABLE [VPS]**

**AT-RISK [VPA]**

**PROBLEMATIC [VPP]**

**FAILED [VPF]**

Based on the classification above, the following fees are required to be paid on the dates listed below:

- Stable Properties - \$740.00 (Annual)- No fee if property has never been previously registered in another classification
- At-Risk Properties - \$2,220.00 (Annual)
- Problematic Properties - \$2,220.00 (Quarterly)
- Failed Properties - \$2,220.00 (Monthly)

_____ Amount Due	_____ Payment Due Date
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If appropriate repairs have been performed to the property and you wish to have the property reinspected and potentially reassessed, please contact the inspecting Code Enforcement Officer using the contact information above.

A property may move up or down through the various classifications based on the level of compliance with WHMC Chapter 9.64, as observed by a Code Enforcement Officer. If a property moves from a lower classification to a higher one, the fees owed would be equal to the higher classification fee. Inversely, if a property is moved to a lower classification, the fees owed would match those required by the lower classification.

In order to have the current vacant property registration fee owed on a property reviewed and potentially reassessed, a property owner shall complete the following:

1. Make the required corrections; and
2. Request a site inspection at least two (2) weeks prior to the due date of the current vacant property registration fee.

If the required corrections are made after the due date for the current vacant property registration fee, no review or potential reassessment will be made and payment will be in accordance with the existing assigned classification fee.

Please remit payment for the above listed amount within 15 days of the date of the invoice. Payment can be made online by visiting: <https://heartlandpaymentservices.net/WebPayments/WEHOOnlinePaymentsFees/bills>. Please select the "WEHO Accounts Receivable Invoices" option.

For more information regarding Vacant Properties and the registration process, please visit [www.weho.org/vacantproperties](http://www.weho.org/vacantproperties).

\_\_\_\_\_  
Officer Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Officer Phone

\_\_\_\_\_  
Officer E-Mail