

What is the difference between a Vacant Real Property and a Foreclosed Real Property?

Vacant Real Property:

- Real property that has not been lawfully inhabited for at least 60 days and has no evidence of utility usage within the past 60 days; or
- Real Property that is partially constructed or incomplete without a valid building permit
- Vacant Real Property does not include a building or structure containing multiple units with common ownership that has at least one unit occupied with evidence of utility usage

Foreclosed Real Property:

- Improved real property which is held pursuant to a judicial or nonjudicial foreclosure of a mortgage, deed of trust, security deed, deed to secure debt, or other security instrument securing a debt or obligation owed to a creditor or deed in lieu of foreclosure in full or partial satisfaction of a debt or obligation owed to a creditor
- Foreclosed Real Property is not required to be registered if a deed is submitted to the department that contains the following information:
 - The deed must contain the same information as the application
 - The deed must be recorded within 60 days of the transfer
 - The deed must have a filing date stamp
 - Proof of the following must be provided to the Department of Planning and Development:
 - o A filing date stamp or receipt showing payment of the applicable filing fees; and,
 - o The entire deed under power of sale or entire deed in lieu of foreclosure

Where to Register Vacant/Foreclosed Real Property

Property owners may register a Vacant/Foreclosed Real Property in person or by mail. The Department of Planning and Development, Building Permits Section's office is open Monday through Thursday from 8:00am to 4:00pm and Friday from 9:00am to 4:00pm and is located at 446 West Crogan Street in Lawrenceville. Owners submitting completed applications by mail should use the address listed above.

Applications are available online at:
www.gwinnettcountry.com

Select *Departments > Planning and Development > Documents and Regulations* and select *Vacant or Foreclosed Real Property Registration Form* under the *Vacant or Foreclosed Real Property Registration Ordinance* section.



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Department of
Planning and Development

Vacant/Foreclosed Real Property Registration Ordinance



Vacant/Foreclosed Real Property Registry

Vacant or Foreclosed Real Property Registration Requirements

Property owners are required to obtain a Vacant Real Property Registration within 14 days of the property meeting the definition of vacant real property. Foreclosed Real Property owners do not have to register until 90 days after the transfer date.

Applicants must provide the following information to the Building Permits Section of the Department of Planning and Development before a vacant or foreclosed real property can be registered:

Application:

- Name, current street address, phone and fax number, and e-mail address of the owner and local agent.
- Tax parcel identification number
- Common address of the structure
- Transfer date of the instrument conveying real property to the owner and recording information, when available

Registration fees:

- \$100



Poorly maintained vacant structure

Frequently Asked Questions

When do I need to register vacant/foreclosed real property?

An owner has 14 days after a structure meets the definition of vacant real property to register. An owner of foreclosed real property does not have to register until 90 days after the transfer date.

How long are the registrations valid?

Registration continues until owner requests removal from registry.

What constitutes utility usage?

A bill or invoice from a supplier of water, electric, and/or gas which includes at a minimum the base charge charged by such supplier for utility usage at the property indicated on such bill or invoice.

How long does a property have to be vacant before I have to register?

Sixty days.

How long does a property have to be foreclosed upon before I have to register?

Ninety days from the date of transfer.

Are all multi-unit buildings exempted?

No, a multi-unit building is only exempted if the entire building is under common ownership and at least one unit is occupied with evidence of utility usage.

What if my property is being marketed for sale?

The owner of the property would have to register vacant/ foreclosed real property if it has been vacant for 60 days and has no evidence of utility usage within the past 60 days.

How close does my local agent have to be?

The local agent must be within the state of Georgia.

Vacant Property Examples



Properly maintained vacant structure



Poorly maintained vacant structure