



## City of Woburn

Massachusetts

Department of Inspectional Services

10 Common St, Woburn MA 01801

Phone – 781-897-5840 Fax- 781-897-5849

### **Maintenance of Vacant Property Registration Form**

All Mortgagees' must register vacant, foreclosing and foreclosed residential property with Thomas C. Quinn Jr., Building Commissioner of the City of Woburn as per the 1989 Woburn Municipal Code- Title 15 "Maintenance of Vacant Property".

\*An annual registration fee of **\$500.00** must be paid until the property is sold to a third party and no longer vacant.

#### **Registration Information:**

\_\_\_\_\_  
Address of Vacant/ Foreclosed property

\_\_\_\_\_  
Mortgagee (or other agent)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing address within the Commonwealth

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-Mail Address

The Registration must designate and retain a local individual or local property management company responsible for maintenance of the property.

#### **Property Management Company or Other:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Fee (attached) **\*\*Revised January 9, 2019**