



**Village of Brown Deer**  
 4800 W. Green Brook Dr.  
 Brown Deer, WI 53223

CERTIFICATE NO:

**VACANT PROPERTY  
 REGISTRATION**

CVP \_\_\_\_-\_\_\_\_

New Registration (\$250)     Registration Renewal (\$250)     Information Change

Property Information:     Single-Family Residential     Multi-Unit Residential     Commercial

Property Address: \_\_\_\_\_ Tax Key #: \_\_\_\_\_

Gas:     Disconnected: Disconnection Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_     In working order

Electrical Power:     Disconnected: Disconnection Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_     In working order

Water:     Disconnected: Disconnection Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_     In working order

**Property Management Contact Information**  
 (Agent(s) designated on behalf of the owner(s) to accept legal processes and notices and to authorize repairs as required)

Property Management Agent Name: \_\_\_\_\_

Street Address  
 (P.O. Box not acceptable): \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Business Phone: ( ) _____	Contact Phone: ( ) _____	Email: _____
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**Ownership Information**  
 (If different from property management information)

Property Management Agent Name: \_\_\_\_\_

Street Address  
 (P.O. Box not acceptable): \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Business Phone: ( ) _____	Contact Phone: ( ) _____	Email: _____
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**Registration Information**  
 Owner must register within 90 days of vacancy, or 30 days after notification by a code enforcement officer, or within 30 days of a bank, lender, or other financial institution initiating foreclosure proceedings by filing a summons and complaint in Milwaukee County Circuit Court. The owner or mortgage lender/lien holder of a vacant property must register vacant property with the Community Services Department. The annual renewal registration fee is also \$250, payable each year, no later than the anniversary date of the first (or latest) registration filing.  
 The annual renewal fee shall be \$250. There is no charge to update registration information.

**AFFIDAVIT**  
 I hereby certify that I have the authority to make the foregoing application and that the application, to the best of my knowledge, is complete and correct.

Signature of Owner or Authorized Agent: _____	Date Signed ____/____/____
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Print Name of Person Signing: \_\_\_\_\_

Complete this form, and attach a check for \$250.00, payable to: "Village of Brown Deer", and mail to:  
 Village of Brown Deer  
 Community Services Department  
 Attn: Fernando Moreno  
 4800 W. Green Brook Drive  
 Brown Deer, WI, 53223  
 For assistance regarding the completion of this form, please call the Community Services Department at 414-371-3032 or visit us on the web at [www.browndeerwi.org/permits-applications](http://www.browndeerwi.org/permits-applications)

**COMMUNITY SERVICES DEPARTMENT USE ONLY:** Date Application Received: \_\_\_\_/\_\_\_\_/\_\_\_\_