



## Vacant Building Registration Program Monthly Inspection Log

Property Owner: \_\_\_\_\_

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

Month	Date of Inspection	Inspected By	Findings (if any)	Actions Taken (if any)
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

\*N/A if not applicable

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*Monthly inspections shall be performed by the owner or the owner's designee to ensure the required Minimum Maintenance Standards are being met and said person shall keep a detailed log of findings upon inspection and repairs completed post inspection. If inspection logs are submitted as checked monthly and maintained but do not match the Building Officials records of hazards or failure to maintain, the owner shall accrue a fee for failure to secure and maintain.*