



Development Services Department
10 1st Street NW | Mason City, Iowa 50401 | (641) 421-3620
VACANT BUILDING EXEMPTION

All vacant commercial and industrial buildings must register with the City of Mason City Development Services Department in accordance with the Vacant Building Registration Ordinance (Title 10, Chapter 2, Article K of the City Code), within 120 days of the building becoming vacant. An exemption can only be considered by the Development Services Department upon receiving a **COMPLETED** exemption form, including all required attachments. *Complete this form for each vacant property address.* A request for an exemption must be received within 90 days of acquiring the property or receiving notice that registration is required. Identify below the exemption(s) that you are requesting. You are required to provide all supporting documentation to support your request for an exemption (e.g., a copy of lease if it is not vacant, listing on the Multiple Listing Service by a State of Iowa licensed realtor if it is for sale, etc.).

You will be notified if your exemption has been granted or denied. If it is denied, you will be required to register the building within 30 days of notification.

Section I: Address for which Exemption is Requested

_____ Mason City, Iowa 50401

Section II: Property Owner Information
(building or home address only, no P.O. Boxes.)

Property Owner's Name: _____

Owner's Address: _____

City: _____ State: _____ Zip Code: _____

Office Number: _____ Cell Number: _____

E-Mail Address: _____

Designated Agent or Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Office Number: _____ Cell Number: _____

E-Mail Address: _____

Section III: Exemption Request. I hereby request an exemption from the Mason City Vacant Building Registration Ordinance for the following reason(s):

- ☐ **The building is under active construction/renovation and has a valid building permit.** The applicant understands that, at the time of initial inspection, they will be exempt from registration until the expiration of the longest running, currently active building permit. Documentation is required.
- ☐ **The building suffered fire damage, damage caused by extreme weather conditions or other damage not the fault of the applicant.** The applicant understands that they will be exempt from the registration requirement for a period of up to 12 months after the date the damage occurred. The applicant further understands that they must provide a written request for exemption to include: 1) the names and addresses of the owner or owners, 2) contact information for their insurance company, and 3) a statement of intent to repair and reoccupy the building in an expedient manner, or intent to demolish the building.
- ☐ **The building is actively marketed for sale and is listed on the Mason City Multiple listing service by a licensed State of Iowa realtor.** A "For Sale" sign on the building/property must be prominently visible to the public. The applicant understands that the property identified will be exempted for a period of twelve (12) months from the start of vacancy. Documentation required. The Development Services Director may deny this exemption if the listing price is 150% or greater than the assessed value of the real estate as determined by the City Assessor; however, if the owner provides either a certified appraisal or a licensed realtor's opinion of cost justifying the listing price, the exemption may be granted. It is the responsibility of the owner to demonstrate that the property is actively marketed and shall provide proof of continued active marketing to the Development Services Department upon request.
- ☐ **The building is actively marketed for lease.** The applicant must show that a "For Lease" sign on the building/property is prominently visible to the public, and must show that the owner/agent is using one or more of the following to market the building: 1) the property is listed for lease on the Mason City multiple listing service by a licensed State of Iowa realtor which must be maintained until at least 40% of the gross floor area is leased; 2) the owner or manager maintains a "for lease" advertisement in a local newspaper of general circulation, at least weekly until at least 40% of the gross floor area is leased; or 3) the owner or manager maintains a "for lease" advertisement at least daily in no fewer than two (2) social media sites available to the general public that are commonly used in the local market for advertising items and properties for sale or lease, that is maintained until at least 40% of the gross floor area is leased. The applicant understands that the property

identified will be exempted for a period of twelve (12) months from the start of vacancy. It is the responsibility of the owner to demonstrate that the property is actively marketed and shall provide proof of continued active marketing to the Development Services Department upon request.

- ☐ **The owner of the building provides proof of imminent leasing, sale, rehabilitation, or otherwise lawful renovation** or occupation of the building, which may occur during or after the 120-day registration period; however, to qualify for the exemption, the owner must also show that the lease, sale, construction, or occupation will occur within one (1) year of becoming vacant. Proof shall be in the form of an executed lease, real estate purchase agreement, construction contract, or other legally enforceable agreement or contract, any of which must remain in force until the sale, occupation, or construction project is complete.
- ☐ **Any owner of a vacant building may request an exemption for other reasons from the provisions of the Vacant Building Ordinance by filing a written request with the Director of the Development Services Department.** The applicant understands that the Director shall consider the following: 1) the applicant's prior record as it pertains to the City Housing Code, Building Code, or Property Maintenance Code violations; 2) the number of vacant properties the applicant currently owns/manages within the City; and 3) the length of time that the building for which the exception is sought has been vacant; and 4) any other information the Director considers to be relevant to the property. The Director can approve an exemption of up to 12 months. **Attach a letter outlining the reason for the request, and provide documentation as needed to support the exemption.**

Section IV: Additional Information as Requested (attach if provided):

Check if required/provided:

- ☐ Copy of listing agreement or proof of listing on Mason City MLS
 - ☐ Proof of marketing the building for lease in the newspaper and/or on two social media sites (provide copies of newspaper ads, screenshots, etc.)
 - ☐ Copy of valid building permit issued by the City of Mason City
 - ☐ Information regarding property maintenance violations, if any
 - ☐ Any other information relevant to the exemption request (describe):
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Section V: Certification

I, _____, hereby acknowledge that the information provided above is complete and accurate. I have read and understand Title 10, Chapter 2, Article K of the City Code of Mason City for owning a vacant property in the City of Mason City and agree to comply with these requirements. In accordance with this Ordinance, I agree to notify any future owner of this vacant building registration (or exemption, if granted).

_____/_____
Applicant's Signature **Date**