



## City of Cudahy

Jason Hendrix  
Neighborhood Preservation Officer

Ph: (414) 769-2211

Fax: (414) 769-2257

5050 S. Lake Drive

P.O. BOX 100510

Cudahy, WI 53110

### **19.12 - OWNERSHIP RECORDING OF RESIDENTIAL AND COMMERCIAL BUILDINGS.**

- (1) **PURPOSE.** Recording of residential and commercial buildings is essential for the proper enforcement of the city's municipal codes and for all departments to carry out their responsibilities to safeguard persons and property.
- (2) **RECORDING REQUIRED.**(a) All owners of residential or commercial buildings shall file an application with the City on forms provided by the City. The application shall contain all information listed in subsection (4). An application of recording shall be filed with the City for each tax key-numbered parcel containing a residential or commercial building. Multiple buildings on a parcel with a single tax key number shall be recorded on one application. However, the total fee shall be based upon a per unit charge. Failure to record with the City as required in this section shall subject the owner to the provisions provided in subsection (7).
- (b) If the address of the owner is outside of Milwaukee, Ozaukee, Kenosha, Racine, Walworth, Washington or Waukesha County, the owner shall have an operator of the building and whose business or personal address is located within any of these counties. For the purpose of applying this section "operator" means any person or entity authorized to collect or receive rents or in fact otherwise manage or maintain the building on a regular basis.
- (c) In the event of the death of the owner of a building required to be recorded under this section, the estate or subsequent purchaser shall have 45 calendar days after death within which to file an application for recording.
- (d) The owner who conveys any ownership interest in any building regulated by this section shall notify the City within 45 calendar days of the conveyance of that ownership interest in such building and, shall provide the name and address of the buyer and the date of conveyance at no charge on forms provided by the City.
- (e) In the event of a change in any owner information listed on the application for recording, a new recording application shall be filed with the City on forms provided by the City and the fee paid within 45 calendar days of such event.
- (3) **EXCEPTIONS:** This ordinance shall not apply to owners of:
- (a) Owner-occupied one- and two-family buildings where the ownership is recorded with the Milwaukee County register of deeds, owner-occupied condominium units, jails, convents, monasteries, parish rectories, parsonages and similar facilities, hospitals and residential facilities licensed by the City of Cudahy or the State of Wisconsin or government-owned buildings.
- (b) Newly constructed residential and commercial buildings until actual occupancy of the units in the buildings commences.
- (c) Residential and commercial buildings owned for less than 30 calendar days prior to sale or other transfer of the buildings to new owners



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### **Instructions for Completing the Property Owner/Operator Registration**

- Section 1. Verify tax key, property address and number of units of this parcel. Note any changes.
- Section 2b. This section contains current owner information according to the City Assessor's records. Verify that all information is correct and include the owner's emergency phone number. Note any changes.
- Section 2c. Provide the owner's name (must be a person) and mailing address. No business names, LLC's or P.O. Boxes are permitted in these spaces.
- Section 3. If the owner resides outside of Kenosha, Racine, Milwaukee, Washington, Ozaukee, Walworth, or Waukesha County, the owner shall designate a person as an "operator". That person shall be authorized to do such things as collecting rents, building maintenance/management or otherwise manage the building.
- Section 4. The owner or owner's legal representative shall provide a notarized signature attesting that the information contained on the application is true and accurate.
- Section 5. Please calculate the appropriate fee by multiplying the "rate" times the number of units. **If payment is submitted 45 days after notification, the fee shall be doubled plus a non-compliance fee of \$25 per month or fraction thereof is also required.**

### **Enclosed Post Card Instructions:**

**Only Owner Occupied**, two-family dwellings are exempt from these requirements, provided you reside at the two-family. In order to be exempt, you **must** return the enclosed postage card within 20 days of receiving this notice and provide your notarized signature attesting for City Records that your residence is at this referenced two-family.

**Owner Occupied**, single family dwellings are exempt and will not be required to register.