



Empty Storefront Registration Form

Property Information

- **Property Address:** _____
- **Assessor's Parcel Number (APN):** _____
- **Square Footage of Empty Storefront:** _____

Owner Information

- **Owner Name(s):** _____
- **Mailing Address:** _____
- **Phone Number:** _____
- **Email Address:** _____

Responsible Party (if different from owner)

- **Name/Company:** _____
- **Mailing Address:** _____
- **Phone Number:** _____
- **Email Address:** _____

Vacancy Details

- **Date property became vacant:** _____
- **Most recent legal use of storefront:** _____
- **Future plans for property (if any):** _____

Compliance Acknowledgment

By signing below, I acknowledge and agree to:

- Maintain the property in accordance with **HMB Municipal Code, Chapter 7.65** (Vitality Ordinance).
- Perform monthly inspections and address any maintenance issues.
- Prevent blight, unauthorized entry, and illegal activity.
- Provide updated information to the City every **90 days** until the storefront is occupied.
- Meet with City staff upon request to discuss vacancy status and compliance.

For storefronts **vacant more than 90 days**, property owners should install displays in street-facing windows to keep spaces looking active and attractive such as temporary business setups, artwork, school art, or other designs approved by the City. All proposed displays and artwork must be reviewed and approved by the City prior to installation. The City can suggest resources or examples to help property owners comply.

Owner/Responsible Party: _____ **Date:** _____

Signature: _____