

INSPECTORS
Steve Rodriquez
Joe Verbiar

BUILDING COMMISSIONER
John Maichle

SECRETARIES
Sheila Manfredi
Kari Link

RE: Notification of Foreclosure

Property Address: _____

Case No. FILED ON

Dear Madam or Sir:

On April 4, 2007, City of Lyndhurst City Council passed ordinance 2007-28 regarding the notification of foreclosure filing within the City of Lyndhurst.

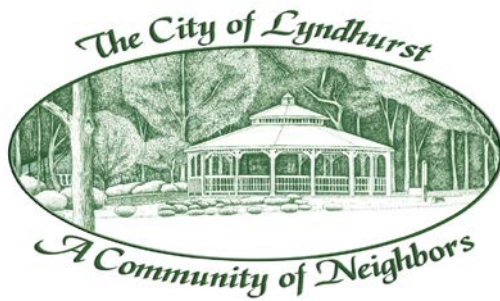
Any person who files a complaint for foreclosure involving real property located within the City of Lyndhurst on which there is a building or structure shall notify the City of the filing of the foreclosure complaint and shall file a complete copy of the foreclosure complaint with the Building Commissioner within ten (10) days after filing of that complaint with the relevant court. The notice to the City shall be on a form prescribed by the Building Commissioner.

At this time, the City has been made aware that the above referenced property is in foreclosure. In accordance with our ordinances, you are required to complete the "Notification of Foreclosure Filing" form and file the information with the City. Enclosed is a copy of the application. Please fill out the application and submit it along with the fee of sixty dollars (\$60.00) within ten (10) days of the date of this notice. If the property is currently occupied but becomes vacant during the foreclosure process, you are required to notify the City of the name, address and contact information for the person who will be responsible for maintaining the property.

If you have any questions regarding this matter, please do not hesitate to contact me. You can contact me at 440-473-5108.

Sincerely,

Steve Rodriquez
Housing Inspector
440-473-5108



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BUILDING DEPARTMENT

NOTIFICATION OF

FORECLOSURE FILING

Date: _____

1. Address of Property: _____ PPN _____
Is this property: _____ Single Family _____ Two Family _____ Three Family
_____ Commercial _____ Other

2. Name of Current Property Owner: _____
Address: _____ Phone: _____
City: _____ State/Zip: _____

3. Name of Party Filing Complaint for Foreclosure: _____
Address: _____ Phone: _____
City/State/Zip: _____ Contact Person: _____

4. Name of Party Responsible for Maintenance when Property is Vacant: _____
Address: _____ Phone: _____
City/State/Zip: _____ Contact Person: _____

5. Fees: In accordance with Section 1393.03 and 1393.04 of the Codified Ordinances of the City of Lyndhurst, a fee of \$60.00 is required to be submitted along with this notification. Please make check payable to the **City of Lyndhurst, 5301 Mayfield Road, Lyndhurst, OH 44124 Attn: Building Department**

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For Office Use Only:

Date Paid: _____ Check No.: _____ Receipt No.: _____