



Repair / Action Plan

Planning & Community Development Department, Property Maintenance Division
City Hall - Room 405
1100 Frederick Avenue
St. Joseph, MO 64501
(816) 271 - 5343

Property address: _____

Legal description: _____

Tax parcel ID: _____

Owner name: _____

Address: _____

Phone (home and work): _____

If owner resides outside of Buchanan County, please provide the following information for an authorized agent who resides in Buchanan County. The authorized agent must be a person 18 years of age or older who has the authority to receive all notices and service of process on behalf of the owner.

Name: _____

Address: _____

Phone (home and work): _____

List below all persons with any legal interest: (ie lien holders, joint ownership, etc.)

Name: _____ Address: _____

Phone: _____

Name: _____ Address: _____

Phone: _____

Property history information:

Years owned: _____

How long has the structure been vacant: _____

What are you intentions with the property (rehab, sell, rent, other): _____

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Initials	Compliance Action	Start Date	Completion Date	Inspector Sign Off

301.3 Vacant structures and land. All vacant structures and premises thereof or vacant land shall be maintained in a clean, safe, secure, and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

The owner / agent shall arrange for a re-inspection of the structure upon each date of completion.

I have been advised that failure to contact the inspector if I am unable to meet the completion date or failure to make repairs by the completion date can result in a summons to appear in Municipal Court.

Owner / Agent Signature: _____ Date: _____