



City of Lancaster

Administrative Policy Manual

(NOT A CONTRACT)

Section I
Administrative Matters
Policy 1.08
Effective July 12, 2004
Revised (6/13)

FINANCIAL PARTICIPATION for DEMOLITION in LIEU OF CONDEMNATION

The Building Official is authorized to financially participate, subject to the limitations of this policy, when a building owner agrees to voluntarily demolish a building in lieu of the Building Official having to condemn the building. The Building Official is authorized to participate by offsetting one-half of the documented cost of building demolition, on a reimbursable basis, subject to the following conditions.

1. The maximum level of financial participation will be capped at \$2000, subject to the availability of funds with the City of Lancaster budget.
2. The amount of financial participation will be confirmed in written form by the Building Official prior to any work beginning. Any work begun prior to the Building Official establishing the amount of funding will not be eligible for inclusion in this program.
3. Prior to the disbursement of funds, the Building Official will ensure that the work has been completed satisfactorily and the lot left in a suitable condition.
4. Reimbursements made by the City will follow normal payment methods established by the City of Lancaster.
5. The building owner must agree to voluntarily demolish the building prior to the Building Official beginning condemnation actions to demolish the building at City expense.
6. The building owner will be responsible for all activities including, but not limited to, the selection of the contractor, the removal of debris, obtaining necessary insurance coverage and meeting all regulations concerning the removal of buildings.
7. In order to qualify for the provisions of this policy, all work performed must be conducted by a properly licensed contractor. All permits must be secured prior to initiating any work.
8. The time limit for a response to cause this policy to be applicable cannot exceed thirty (30) days from the initial date of notification by the Building Official that corrective action is warranted.



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9. In order to exercise provisions of this policy, a building owner, or a building owner's representative, gives express permission to the City to conduct training exercises on the subject premises by emergency personnel and will hold harmless any damage to the property or contents that may result from such training. Advance notice must be provided to the City advising dates of demolition in order that any training activity may be planned accordingly.
10. A building owner, or a building owner's representative, will sign a binding agreement acknowledging all requirements and will, without undue delay, honor any and all commitments made to the City.
11. If, in the opinion of the Building Official, a property is dangerous and warrants immediate corrective action, provisions of this policy cannot be made available.
12. The Building Official may impose such other condition as may be needed due to the specific character of a building, former use, condition of the land, etc.
13. Any actions deemed to be unacceptable by the Building Official concerning reimbursement from the City for expenses incurred as a result of voluntary demolition, is subject to review and final disposition by the City Administrator.



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Pursuant to Administrative Policy 1.08 of the City of Lancaster, _____, legal owner of property located at _____, Tax Map # _____, wish to participate by agreeing to demolish the vacant building(s) located on this property. I do hereby authorize the City to enter the premises for purposes of training, as deemed appropriate by the City. I will hold the City of Lancaster harmless for any damage to the structure or property as well as the contents as a result of such training. I will coordinate all activity with the City Building Official and will advise him of the contractor selected and the date schedules for demolition. I will utilize the services of a properly licensed contractor. Upon completion of demolition, I will submit a receipt of the bill paid in full along with copies of all bids received, for consideration by the City of Lancaster for reimbursement of a portion of the cost, not to exceed one-half of the cost of demolition or two thousand dollars, whichever is less. I understand the funds may not be available at all times. I understand that demolition must comply with City guidelines, and I agree to such. I also understand that reimbursement, if provided, will follow normal payment methods of the City. I affirm that I have read and understand the City of Lancaster's "policy to financially participate when the owner of a building desires to demolish the building in lieu of condemnation" and agree to be bound by its terms. I will commence demolition within thirty (30) days of notification from the Building Official that my Property is subject to an enforcement action through rehabilitation or demolition. I understand if any liens are recorded against the property by the City of Lancaster, or if I am subject to other debts owed to the City of Lancaster by judgment or any other means, adjustments in like amounts will be deducted from the amount paid by the City.

Owner Signature _____ Date _____

Print Owner Name _____

Witness Signature _____ Date _____

Print Witness Name _____

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

| | |
|---|---|
| 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. | |
| 2 Business name/disregarded entity name, if different from above | |
| 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____ | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i> |
| 5 Address (number, street, and apt. or suite no.) See instructions. | Requester's name and address (optional) |
| 6 City, state, and ZIP code | |
| 7 List account number(s) here (optional) | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| | | | | | | | | | |
|--------------------------------|--|--|--|---|--|--|--|--|--|
| Social security number | | | | | | | | | |
| | | | | - | | | | | |
| or | | | | | | | | | |
| Employer identification number | | | | | | | | | |
| | | | | - | | | | | |

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.