



LEGAL PREMISES AGENT DESIGNATION FORM

The City of St. Petersburg Codes Compliance Assistance Department must be able to contact building owners regarding conditions that need repair or correction. To ensure that a responsible person can be readily contacted about the condition of a building, the City Code Chapter 8, Section 8-235 requires that all owners of *non-owner occupied buildings* within the City appoint and designate an individual who is a permanent resident of Pinellas, Hillsborough, or Manatee County, Florida as the *legal premises agent*.

The building owner and the legal premises agent must read and agree to the following:

- 1) No more than one legal premises agent can be appointed per residential structure.
- 2) The owner or legal premises agent shall notify the occupant, in writing, upon occupancy, of the name, address, and telephone number of the legal premises agent. This notice must also be provided to the City's Codes Compliance Assistance Department.
- 3) The owner or legal premises agent must provide to the City's Codes Compliance Assistance Department the current name, address, and telephone number of the owner at all times.
- 4) The owner of a non-owner occupied unit shall notify the occupant in writing, of the lapse or revocation of the legal premises agent's authority prior to such lapse or revocation and shall immediately designate, in writing, a new legal premises agent.
- 5) The owner may serve as the legal premises agent for the property, provided the owner is a permanent resident of Pinellas, Hillsborough, or Manatee County, Florida
- 6) The occupant or legal premises agent cannot withhold information regarding ownership, occupancy, the legal premises agent or other information necessary to enforce the provisions of the City Code.
- 7) To operate as a legal premises agent, this form must be filed by the owner with the City's Codes Compliance Assistance Department. The original signatures of the owner and the legal premises agent are required on this form.
- 8) The legal premises agent is authorized to accept service of notices and demands on behalf of the owner or operator with regard to the premises, and is also authorized to bind the owner to agreements with the City regarding correcting deficiencies on the premises. The legal premises agent has authority to: 1) sign stipulation agreements for the Code Enforcement Board and Special Magistrate; 2) represent the owner by testifying and agreeing to terms before the Code Enforcement Board, Special Magistrate, and county court judges; and 3) sign the affidavit to request the release of a utility account hold.

(PLEASE SEE SIDE TWO)

(SIDE TWO LEGAL PREMISES AGENT DESIGNATION FORM)

The following information must be provided by the undersigned parties (please print):

Property Owner's Name _____

Owner's Address _____

City / State / Zip _____

Telephone Number (_____) _____

Legal Premises Agent's Name _____

Agent's Address _____

City / Zip _____

County (Must be one of the following): Pinellas Hillsborough Manatee

Telephone Number (_____) _____

The above-named Legal Premises Agent is designated for the property address(es) listed below:

The undersigned parties hereby acknowledge and agree to the appointment, designation, and acceptance of responsibility and authority as provided by Chapter 8, Section 8-235 of the City Code and confirm that the foregoing information is accurate and complete.

Property Owner's Signature

Legal Premises Agent's Signature

Date: _____

Date: _____

PLEASE RETURN THIS COMPLETED FORM TO:
Codes Compliance Assistance Department
P.O. Box 2842
St. Petersburg, FL 33731

(SEE SIDE ONE)