

VACANT PROPERTY REGISTRATION FORM



**CITY OF POTTSVILLE
CODE ENFORCEMENT & ZONING OFFICE
401 N. CENTRE STREET
PO BOX 50
POTTSVILLE, PA 17901
(570)-622-1234**

VACANT PROPERTY REGISTRATION FORM

Property Address: _____

Parcel Number: _____

Property Owner Name: _____

Property Owner Home Address: _____

Contact Information:

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Date of Birth: _____ Driver's License Number: _____

State Driver's License was Issued: _____

Co-Owner Name: _____

Co-Owner Home Address: _____

Contact Information:

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Date of Birth: _____ Driver's License Number: _____

State Driver's License was Issued: _____

Property Manager Name: _____

Property Manager Home Address: _____

Contact Information:

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Date of Birth: _____ Driver's License Number: _____

State Driver's License was Issued: _____

Insurance Information:

Insurance Carrier Name: _____

Insurance Policy Number: _____

If the Vacant property is owned by an LLC, Corporation, etc. please list ALL the names of the officers/owners, their titles and contact information.

LLC/ Corporation, etc. Name: _____

Officers:

Name: _____ **Title:** _____

Phone: _____ **Email:** _____

Name: _____ **Title:** _____

Phone: _____ **Email:** _____

Name: _____ **Title:** _____

Phone: _____ **Email:** _____

Name: _____ **Title:** _____

Phone: _____ **Email:** _____

Realtor/Agent Information:

Realty Company Name: _____

Agent Name: _____

Realty Agency Address: _____

Work Phone: _____ **Cell Phone:** _____

Email: _____

Date Property was Listed: _____

Please explain the reason for the vacant property:

Utilities:

Water connected: _____ **Gas connected:** _____

Electric connected: _____ **Is the building Secured:** _____

Is the building winterized: _____

Owners are responsible for properly securing the building. If you fail to do so and the City secures the property, you will receive a bill for all charges incurred by the City of Pottsville.

Registering your vacant property does not exclude you as the owner from having to comply with all code laws and regulations and keeping your property maintained. Any failure to do so will result in the issuance of appropriate fines and/or citations.

Nonliability of City

The issuance of a certificate of compliance is not a representation by the City that the residential home, rental unit, or commercial property is in compliance with the Fire Prevention, Building, Mechanical, Property Maintenance, Electrical or Plumbing Codes. The issuance of a certificate of compliance indicates that the residential home, rental unit or commercial property did not have any dangerous conditions as of the date of the inspection. However, neither the enactment of this article nor the issuance of a certificate of compliance shall impose any liability upon the City for any errors or omissions which resulted in the issuance of such certificate, nor shall the City bear any liability not otherwise imposed by law.

You as the owner, promise that the City's Building Official or designee will be permitted to inspect the property, including any Building or Structure situated thereon, in accordance with the Vacant Property Registration Ordinance, and at such other reasonable times, upon reasonable notice, as determined necessary by the Building Official or designee.

If any information included in this form changes at any time, I as the owner understand that I must provide the City with updated/current information within 10 days. If you fail to do so, then fines may be imposed for not complying with the Vacant Property Registration Ordinance.

Vacant Property Registration Fee Schedule:

Any Vacant Property must be registered within 30 days of the vacancy.

0-6 Months: No fee

6-12 Months: \$25 (this fee can be waived if the property is being "activity marketed" with a licensed Realty Company)

Over 12 months: \$50 Annual Fee (each year until the property becomes occupied and a certificate of compliance has been issued pursuant to 175.11 (Re-Occupancy)).