

**City of Pottsville Vacant Property Registration Form**

**Vacant/Abandoned Property Information**

**Vacant Property**

**Abandoned Property**

**Property Address:**

**Parcel No. (If Known):**

**Homowner's Insurance**

Yes

No

**Property Type:**

Single Family

Multi Family

Commercial

Industrial

Owner Occupied

**# of Units:**

**Property Owner Information**

**Name:**

**Address:**

**Current Home Phone No.**

**Current Cell Phone No.**

**Date of Birth:**

**E-mail Address:**

**Driver's License No. (Please provide copy)**

**Property Manager**

Yes

No

If Yes, include:

**Name:**

**Address:**

**Current Home Phone No.**

**Current Cell Phone No.**

**E-mail Address:**

**Corporation/LLC/Partnership/Etc...**

*Please list ALL members, officers, partners, etc..., their title & contact info. Please use a separate piece of paper if additional room is needed*

**Corporation/LLC/Partnership Name**

**Tax ID No.**

**Company Address**

**Name of Contact Person**

**Title:**

**Address:**

**Current Home Phone No.**

**Current Cell Phone No.**

**E-mail Address**

**Realtor/Agent Information**

*"Actively Marketed" is defined as having your property listed with a licensed Realty Company. If you have your property actively marketed, please provide the following information:*

**Realty Company Name:**

**Agent Name:**

**Realty Agency Address:**

**Current Office Phone No.**

**Current Cell Phone No.**

**E-mail Address**

**Date Property was listed:**

Please explain the reasoning for the vacancy of the property:

<b>Utility Options:</b>	Water: <input type="checkbox"/> On <input type="checkbox"/> Off/Cut	Gas: <input type="checkbox"/> On <input type="checkbox"/> Off/Cut		
	Electricity: <input type="checkbox"/> On <input type="checkbox"/> Off/Cut	Secured: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Winterized: <input type="checkbox"/> Yes <input type="checkbox"/> No	You are responsible for properly securing your 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

<b>0-6 Months:</b>	No fee
<b>6-12 Months:</b>	\$25 (this fee can be waived if the property is being "activity marketed" with a licensed Realty Company)
<b>12 months:</b>	\$50 Annual Fee (each year until the property becomes occupied and a certificate of compliance has been issued pursuant to 175.11 (Re-Occupancy))

Vacant Property Owner						Date	
Code Enforcement Officer						Date	