

# BOROUGH OF MECHANICSBURG

## Vacant Property Registration Form

(Mandated by Ordinance Number 1153 of 2015)

Physical Address of Property: \_\_\_\_\_

The owner(s) of record as defined in the contact information section of all owners of record section below; **designate** the below listed entity who is the 24 hour primary contact responsible for any security, maintenance or other issues regarding property. (No PO Boxes please print):

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

The initial fee for registering a vacant property shall be \$250. The initial Registration fee shall be prorated at a rate of \$20.85 per month or the initial registration fee divided by twelve (12) multiplied by the remaining number of months in the initial registration calendar year. The fee for the first renewal is \$500.00, and the fee for the second renewal is \$1,000.00. The fee for any subsequent renewal beyond the second renewal is \$2,000.00.

Contact information of all owners of record:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

I certify that the property was inspected for security and maintenance compliance as described in Borough Ordinance Chapter 54 (2500-14) and found vacant on Date: \_\_\_\_\_

An annual registration fee must accompany this registration form. The fee and registration shall be valid for the calendar year or prorated for the remaining portion of the calendar year in which the registration was initially required. Subsequent registrations and fees are due no later than January 31st of the year due. Please complete this form and mail along with a check payable to the **"Borough of Mechanicsburg" and mail to: Code Enforcement Officer; Borough of Mechanicsburg, 36 W Allen Street, Mechanicsburg, PA 17055.**

By my signature below, I certify that I am the mortgagor, mortgagee, owner, trustee or responsible party of the aforementioned property and that the above information is true and correct to the best of my knowledge. I agree to promptly advise the Borough of Roselle, Code Enforcement Officer should any information change from that which was originally submitted on this form. I understand that erroneous, misleading or false information, as well as, any willful misstatement of material fact, may be grounds for fines, liens, enforcement penalties placed on the property and/or placement on the Borough of Mechanicsburg Abandoned Property List.

Signature \_\_\_\_\_ Date \_\_\_\_\_