



Application Date: _____

VACANT BUILDING REGISTRATION

Vacant Building Address: _____		PIN #: _____
Owner(s): <i>Attach additional sheets if necessary</i>	<div>Full Name (PRINT): _____</div> <div>Company Name: _____</div> <div>Street Address: _____</div> <div>City: _____ State: _____ Zip: _____</div> <div>Phone: _____ Cell: _____ Email Address: _____</div>	
Lien Holder(s) or Others w/ Legal Interest in Property: <i>Attach additional sheets if necessary</i>	<div>Full Name (PRINT): _____</div> <div>Company Name: _____</div> <div>Street Address: _____</div> <div>City: _____ State: _____ Zip: _____</div> <div>Phone: _____ Cell: _____ Email Address: _____</div>	
Responsible Party: <i>Can be a Realtor®, leasing agent, management company, mortgagor or other party with direct or indirect control or authority over the building.</i> <i>Attach additional sheets if necessary.</i>	<div>Full Name (PRINT): _____</div> <div>Company Name: _____</div> <div>Street Address: _____</div> <div>City: _____ State: _____ Zip: _____</div> <div>Phone: _____ Cell: _____ Email Address: _____</div> <div>Relationship to Owner/Lien Holder: _____</div>	
Date building became vacant: (within 30 days of Application Date) <input type="checkbox"/> Property Plan Attached <u>or</u> <input type="checkbox"/> Must be Submitted by: _____		
<i>Acknowledgement of Responsibility: The undersigned owner/agent: 1) avows and acknowledges that the information herein is complete and accurate; 2) assumes responsibility for maintaining and securing the subject building in conformity with Moosic Borough Code Section 300 and other applicable codes; and) acknowledges the responsibility to notify the city in writing within 30 days of any changes to information contained in this registration form.</i>		
<div>Owner or Agent: _____ <i>Signature</i> _____</div> <div style="text-align: center;"><i>(Please Print Name)</i></div>		

Submit applications in-person, by mail, or fax to the Moosic Borough office.

P. (570) 457-5480 | F. (570) 457-0762 | 715 Main Street, Moosic, PA 18507 | MoosicBorough.org

Property Plan for Vacant Building at:										
Property Status <i>(Check all that apply)</i>	<input type="checkbox"/> Property is actively listed for sale Listing Date: _____									
	<input type="checkbox"/> Property sale is pending Closing Date: _____									
	<input type="checkbox"/> Building is being renovated _____ Completion Date: _____ <input type="checkbox"/> All required permits have been issued; or <input type="checkbox"/> Applications for all required permits will be submitted by: _____									
	<input type="checkbox"/> Building will be used as a residential rental property Date by which property is anticipated to be occupied: _____* <i>*Moosic requires a rental registration for any property occupied by someone other than the owner. An inspection is required BEFORE the property is occupied.</i>									
Property Maintenance	<p>Owner/responsible party attests that the following steps have been or will be taken. <u>For any boxes left unchecked, you must provide a date by which the item will be completed.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The building is secured against unauthorized entry by persons or pests <input type="checkbox"/> All hazardous material or hazardous refuse has been remove <input type="checkbox"/> The building's water system has been protected from freezing <ul style="list-style-type: none"> <input type="checkbox"/> Building is adequately heated to prevent freezing <input type="checkbox"/> Water service to the building has been shut off at the curb stop <input type="checkbox"/> Non-compliant electrical service lines, wiring or fixtures have been removed/disconnected <input type="checkbox"/> Exterior lighting is being maintained and used to illuminate building and walkway <input type="checkbox"/> Heating facilities have been removed, rendered inoperable, or are maintained per code <input type="checkbox"/> Owner/responsible party affirms that the subject property shall be maintained in compliance with all applicable property maintenance regulations and city codes including, but not limited to the following: <table border="0" style="width: 100%;"> <tr> <td>■ Nuisances</td> <td>■ Grass and weeds</td> <td>■ Animals</td> </tr> <tr> <td>■ Exterior maintenance</td> <td>■ Motor vehicles</td> <td>■ Garbage and refuse</td> </tr> <tr> <td>■ Dead/hazardous trees</td> <td>■ Graffiti</td> <td>■ Abandoned pools</td> </tr> </table>	■ Nuisances	■ Grass and weeds	■ Animals	■ Exterior maintenance	■ Motor vehicles	■ Garbage and refuse	■ Dead/hazardous trees	■ Graffiti	■ Abandoned pools
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Signatures	Owner/Responsible Party: _____ Date: _____									
Borough Review/Approval by: _____ Date: _____										