



CITY OF HAZLETON  
 CODE ENFORCEMENT OFFICE  
 40 N. CHURCH ST., 1<sup>ST</sup> FLOOR  
 HAZLETON, PA 18201  
 (570) 459-4925

Check One:  
 Vacant  
 Abandoned

**VACANT/ABANDONED PROPERTY REGISTRATION FORM**

Registration is required for all vacant and abandoned buildings, whether secured, open or boarded. The requirements are applicable whenever any building or structure, whether governmental, commercial, institutional or residential, or owned by a nonprofit or for-profit organization, has remained vacant or abandoned for more than forty-five (45) days. This also applies to any building or structure, whether residential or commercial, which does not have a valid Certificate of Occupancy issued by the City of Hazleton's Code Enforcement Office. In no instance shall the registration of a vacant or abandoned building exonerate the owner, agent or responsible party from responsibility for compliance with any other applicable code(s). One registration form may be filed to include all vacant and abandoned buildings of the property owner. **A non-refundable fee of one hundred (\$100.00) dollars per building or structure must accompany this registration form. This registration form must be filed and payment received on or before November 15<sup>th</sup> of each year.**

**PROPERTY INFORMATION:**

Address (No P.O. Boxes): \_\_\_\_\_

Property Type (check one):  Residential  Commercial  Industrial  Governmental

Parcel ID Number: \_\_\_\_\_ Date of Vacancy: \_\_\_\_\_

Length of expected vacancy: \_\_\_\_\_ Is the property secured:  Yes  No

Reason for vacancy: \_\_\_\_\_

Is the property being maintained (e.g., grass cut, snow shoveled, etc.):  Yes  No

Is the water turned off?  Yes  No Is the electricity turned off?  Yes  No

Is this property in foreclosure?  Yes  No

If yes, please complete the following:

Name of Mortgage Company or Bank: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number (if available): \_\_\_\_\_

**PROPERTY OWNER:**

If an Individual Owner, please complete the following:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address (No P.O. Boxes): \_\_\_\_\_ Email (optional): \_\_\_\_\_

If owned by a Partnership, Corporation, Trust, Estate, or any other entity, please complete the following:

Please check one:  Partnership  Corporation  Trust  Estate  Other

Name: \_\_\_\_\_ Tax ID Number: \_\_\_\_\_

Address (No P.O. Boxes): \_\_\_\_\_

Names of Officers, Directors, Executors, Partners, Trustees, Grantors, Beneficiaries or Principals (if applicable):

\_\_\_\_\_

Main Contact Person's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Person's Phone Number: \_\_\_\_\_ Email (optional): \_\_\_\_\_

**LOCAL AGENT, REPRESENTATIVE OR PROPERTY MANAGER (if applicable):**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address (No P.O. Boxes): \_\_\_\_\_ Email (optional): \_\_\_\_\_

I, \_\_\_\_\_, hereby register the vacant/abandoned property(ies) listed on this form and acknowledge that the information above is complete and accurate. I have read and understand Ordinance 2016-11 (Creating a Vacant/Abandoned Property Registry) for owning vacant or abandoned property(ies) in the City of Hazleton and agree to comply with these requirements. By signing and submitting this form, I certify that I have the legal authority to do so.

\_\_\_\_\_  
Applicant's Signature

Date: \_\_\_\_\_

Commonwealth of \_\_\_\_\_ )  
County of \_\_\_\_\_ )

ss:

Sworn and subscribe to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

*The failure or refusal of any owner or agent/representative of an owner, to file a registration statement or to pay any required fees within thirty (30) days after notice, constitutes a violation punishable upon conviction thereof by a fine in the amount of not less than five hundred (\$500.00) dollars nor more than one thousand (\$1,000.00) dollars for the first two continual and uncorrected failure or refusal to register, or for each failure or refusal to pay, and not exceeding five thousand (\$5,000.00) dollars for the third and any subsequent failure or refusal to pay, or imprisonment for any term not exceeding ninety (90) days or both. Unpaid fines will be registered as a lien against the violating building or structure.*

Please deliver the completed, signed and notarized registration form, along with a check or money order for \$100 per property or structure made payable to the City of Hazleton, on or before November 15<sup>th</sup> of each year, to:

City of Hazleton  
Code Enforcement Office  
40 N. Church St., 1<sup>st</sup> Floor  
Hazleton, PA 18201  
Fax: (570) 459-2641