

City of Shamokin
47 E Lincoln St
Shamokin, PA 17872

**Vacant Property Registration
Application**

570-644-0876
codeoffice@shamokincity.org
www.shamokincity.org

Vacant Property Address: _____ **Application Year** _____

Parcel ID: _____ **Annual Registration: (Circle one) Update / New**

Owner Information

Full Name: _____ Phone: _____
Last First
Email: _____
Street
City State ZIP Code

Property Manager / Agent

(required if owner(s) reside(s) more than 25 miles from municipal limits)

Name: _____ Address: _____

Email: _____ Phone: _____

As an Agent/Property Manager of this property, are you able to receive legal notice?
If No, please indicate the person indicated elsewhere on this form that would:

YES NO

Emergency Contact Information

(a person having the authority to act and respond to the needs of the property at any time)

Name: _____ Address: _____

Email: _____ Phone: _____

Property Information

Is the building secured from unauthorized entry?
(Doors, windows boarded and all entries secure)

YES NO

Does the owner intend to restore the property to productive use within the next 12 months?

YES NO

Are utilities turned on? Gas: _____ Water: _____ Electric: _____ Sewer: _____

Is a sign (minimum of 15 x 17: affixed to the building specifying contact info?

YES NO

Is the building Insured? If so, name of carrier? _____

YES NO

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If Owner is an Individual Person

Owner Name _____ Phone # _____

Address _____

If Owner is a Corporation

Name(s) and address(es) of all Officers and Directors

Name _____ Address _____ Phone _____

*Attach copy of most recent relevant filing with PA Department of State

If Owner is an Estate

Executor Name _____ Phone # _____

Address _____

If Owner is a Trust

Name(s) and address(es) of all trustees, grantors and beneficiaries

Name _____ Address _____ Phone _____

If Owner is a Partnership

Name(s) and address(es) of all Partners with an Interest of 10% or greater

Name _____ Address _____ Phone _____

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Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I understand that as the owner of this property, I am ultimately responsible for maintaining it compliance with all Federal, State & Local Regulations. This registration is not a certification of Code compliance and does not protect the registrant from any building code violations or demolition. By registering the property, the registrant certifies that the property is vacant, secure, sufficiently posted and the insurance is current. Failure to maintain the property in compliance may result in fines and citations under the code of the City of Shamokin.

I also understand and acknowledge that building owners are responsible for ongoing repairs and maintenance including structural issues, fencing, weeds, debris, and snow removal.

Owner Signature: _____ Date: _____

Printed Name and Title: _____

REGISTRATION FEE MUST ACCOMPANY THE REGISTRATION FORM

Registration shall remain valid for one year from the date of registration, except for the initial registration. The owner shall be required to renew the registration annually as long as the building remains a vacant and/or abandoned property and shall pay a registration or renewal fee in the amount prescribed in City of Shamokin Ordinance 21-02 for each vacant property registered.

The annual renewal shall be completed by November 15 of each year. The initial registration fee shall be due and payable within 30 days of communication to the property owner.

The registration fees for vacant buildings within the City is: \$75.00 per building.

Upon the registration of a property, Enforcement may conduct an inspection of the property to determine if it complies with the Property and Maintenance Code and Fire Code. If the Fire Department or Code Enforcement Department finds violations of the Property Maintenance Code or Fire Code, Enforcement shall issue a notice of violation as per the requirements of those codes and give notice to the owner to comply with the codes.

The inspection fees for vacant properties within the City is \$180.00 per building

- This fee shall include the initial inspection and one re-inspection.
- Subsequent re-inspections shall be charged at \$75.00 each.