



Vacant Property Registration Form

Registration Date: _____

Vacant Building Address: _____ Block: _____ Lot: _____	
Owner(s):	Full Name (print): _____ Company Name: _____ Street Address: _____ City: _____ State: ____ Zip: _____ Phone: _____ Cell: _____ Email Address: _____
Lien Holder(s) Or Others with Legal Interest in the Property	Full Name (print): _____ Company Name: _____ Street Address: _____ City: _____ State: ____ Zip: _____ Phone: _____ Cell: _____ Email Address: _____
Name of Authorized Agent for Service, Maintenance Company or Property Manager <i>Can be a Realtor, leasing agent, management company or other party with direct or indirect control or authority over the property</i>	Full Name (print): _____ Company Name: _____ Street Address: _____ City: _____ State: ____ Zip: _____ Phone: _____ Cell: _____ Email Address: _____
Date building became vacant: _____	
<i>Acknowledgement of Responsibility: The undersigned owner/agent: 1) certify that the information herein is complete and accurate; 2) assumes responsibility for securing building in conformity with the Borough of Bloomingdale Municipal Code Section 11.8 and all other applicable codes; and 3) acknowledges the responsibility to notices to the city in writing within 30 days of any changes to information contained in this registration form.</i>	
Owner or Agent: _____ Signature: _____ <div style="text-align: center; margin-top: -10px;"> <i>(Please Print Name)</i> </div>	



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Owner Self Inspection Checklist

Vacant Building Address: _____ Block: _____ Lot: _____

<input type="checkbox"/>	Property is actively listed for sale Listing agent and phone number: _____ 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. Permit Number(s): _____ or
<input type="checkbox"/>	Applications for all permits will be submitted by: _____
<input type="checkbox"/>	Code Compliance inspection performed on: _____ Compliance date _____
<input type="checkbox"/>	Seller to make repairs prior to closing; or
<input type="checkbox"/>	Buyer to assume responsibility for repairs. Buyer's name _____ or
<input type="checkbox"/>	Note sure at this time which party will assume responsibility for repairs Date by which property will be occupied: _____

<input type="checkbox"/>	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(s) will be completed</u>
<input type="checkbox"/>	The building is secured against unauthorized entry by person or pests in accordance to the code; 11.8
<input type="checkbox"/>	The interior and exterior of the building or structure have been cleaned of all trash, junk, garbage, debris and solid waste and personal possessions per code; 11.8
<input type="checkbox"/>	All utility services to the building or structure have been terminated by removal of the meters and termination of electric power at the pole per code; 11.8
<input type="checkbox"/>	All steps have been taken to stop all mail, newspapers, and circulars from being delivered to the property in accordance with code: 11.8
<input type="checkbox"/>	The sewer has been capped to prevent the accumulation of methane gas in the building or structure per code; 11.8
<input type="checkbox"/>	Water services have been terminated and building or structure has been winterized per code; 11.8
<input type="checkbox"/>	Owner/responsible party affirms that the subject property shall be maintained in compliance with all property maintenance regulations and borough codes including but not limited to the following: Nuisances Overgrown grass, weeds and bushes Animals Exterior maintenance Motor vehicles Abandoned pools Dead / hazardous trees Garbage and refuse Fence maintenance Graffiti

Signatures Owner / Responsible Party: _____ Date: _____

City Review / Approval by: _____ Date: _____