



VACANT PREMISES REGISTRATION FORM

Department of Code Enforcement

Valley Township – 1145 W. Lincoln Highway – Coatesville, PA 19320

Phone: 610.384.5751 – Fax: 610.384.2746

Form must be filled out completely and accurately in order to be APPROVED

Mail completed form to the Codes Department

PLEASE PRINT CLEARLY

1. Premises Address: _____

2. Description of premises: Sq. Footage Stories Age

Tax ID# Date of vacancy: _____

3. Owner(s) of Record: _____

4. Owner(s) Primary Address **(P.O. Boxes are not acceptable):** _____

5. Telephone # Cell Phone #

Email Address _____

6. If owner is a corporation or if owner has a designated resident agent (must be an individual who will accept service process on behalf of the corporation.), please provide:

Name of Principal of the Corporation: _____

Resident Agent's Name: _____

Resident Agent's Address **(P.O. Boxes are not acceptable):** _____

***IF PREMISES HAS CURRENT LIENS OR OTHER EQUITABLE HOLDINGS,**
PLEASE LIST ON PAGE TWO*

I am hereby registering the above vacant property and I understand in no instance shall the registration of a vacant premises and the payment of registration fees be construed to exonerate the owner, agent, or responsible party from responsibility for compliance with any applicable codes. I also understand that before the property can be reoccupied, it must be inspected and meet the requirements of the International Property Maintenance Code and all other Codified Ordinances of Valley Township.

Owner/Agent's Signature _____ Date _____

*If mailing address has or will change within the next year or the property is to be transferred, the above listed responsible person will be responsible for the updating of this information and must notify the Codes Department within 30 days of such a change.

IMPORTANT: A registration fee of \$275 must be submitted with this form.

Failure to submit required fees with this form will cause it to be deemed as un-submitted.

This form is only effective until 12/31 of filed year, a new form must be filed and fee must be paid for by Jan 1st of each succeeding year(s), as long as property is vacant.

Owner/agent desiring to remove previously registered premises from listing must pay for and schedule an inspection of determination. This will require a \$100.00 per/unit fee.

If owner/agent fails to file this application for all vacant premises owned, or to amend the registration statement, if applicable, or pay the registration fee, Valley Township may institute criminal proceedings against the owner of the property. An owner is subject to a potential fine up to \$1,000.00. In addition, Valley Township may bring other action to collect any unpaid registration fees. Please call Codes Enforcement regarding any questions you may have about the completion and/or submittal of this form.



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Please list all names and addresses of all known lien holders and all other parties with a legal or equitable ownership interest in the building.

OFFICIAL USE BELOW THIS LINE

APPROVED BY _____

DATE: _____

PRINTED NAME: _____