

UPPER PROVIDENCE TOWNSHIP, DELAWARE COUNTY
Code Enforcement Department

Vacant Property Registration Form

Entire form must be filled out completely and accurately to be accepted.

Completed forms can be mailed or delivered to:

Upper Providence Township, Dept. of Code Enforcement, 935 N. Providence Road, Media, PA 19063

Vacant Property Address: _____

Owner's Name: _____

Owner's Office Phone: _____

Owner's Home Phone: _____

Owner's Cell Number: _____

Owner's Mailing Address (*P.O. Boxes are not acceptable*):

If Owner is a Corporation, please provide the following:

Name of Principal of the Corporation:

Resident Agent's Name: _____

Resident Agent's Address:* _____

Resident Agent's Phone Number: _____

** Must be an individual who will accept service of process on behalf of the Corporation.*

*P.O. Boxes are not acceptable.**

How long has the property been vacant? _____

How long do you expect the property to remain vacant? _____

If an owner fails to return this registration form for all their vacant properties, to amend the registration statement, if applicable, or pay the registration fee, the Township of Upper Providence may institute criminal proceedings against the owner of the property. An owner is subject to a potential fine of \$500.00. In addition, the Township of Upper Providence may bring a civil action to collect any unpaid registration fees.

Please contact the Code Enforcement Department regarding any questions you may have about the completion and/or submittal of this form @ 610-565-4944

Insurance Information (Attach a copy of Certificate of Insurance)

Company Name: _____

Policy Number: _____ Amount of Coverage: \$ _____

Expiration Date: _____

Emergency Information

Please supply us with information of emergency contacts for this property for after normal business hours.

Name: _____ Phone: _____

Name: _____ Phone: _____

Owner/Agent's Signature: _____

Date: _____

FEE SCHEDULE:

Registration of Application	\$50.00
Inspection (includes 1 re-inspection)	<u>\$125.00</u>
TOTAL DUE	\$175.00

**NOTE: Any subsequent re-inspections are \$75.00 per inspection.
MAKE CHECK PAYABLE TO "UPPER PROVIDENCE TOWNSHIP"*