

# East Pennsboro Township

## Abandoned Property Registration

Address of Property: \_\_\_\_\_

**The owner(s) of record designate the below listed entity as the primary contact (24 hour) responsible for any security, maintenance and/or other issues regarding the property. (No PO Boxes)**

Company: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

### Contact Information of Owners of Record

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

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

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

I certify that the property was inspected for security and maintenance compliance as described in Township Ordinance 795-17 and found vacant on

(Date) \_\_\_\_\_

**Annual Registration Fee:**

First Year	\$250
Second Year	\$500
Third Year	\$1000
Fourth & Subsequent Years	\$2000

An annual registration fee must accompany this registration form. The fee and registration shall be valid for the calendar year or prorated for the remaining portion of the calendar year in which the registration was initially required. Subsequent registrations and fees are due no later than January 31st of the year due. Please complete this form and return to the East Pennsboro Township, Department of Housing & Community Development office with a check payable to "**East Pennsboro Township**" *either in person or by mail* to:

**Department of Housing & Community Development**  
**98 South Enola Drive**  
**Enola, PA 17025**

By my signature below, I certify that I am the mortgagor, mortgagee, owner, trustee or responsible party of the aforementioned property and that the above information is true and correct to the best of my knowledge. I agree to promptly advise the East Pennsboro Township, Department of Housing & Community Development should any information change from that which was originally submitted on this form. I understand that erroneous, misleading or false information, as well as, any willful misstatement of material fact, may be grounds for fines, liens, enforcement penalties placed on the property and/or placement on the East Pennsboro Township Abandoned Property List.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

Tax Parcel No: _____	Notes: _____	
_____		
_____		
Years Registered: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4+	Fee Due: \$ _____	
Payment Type: _____	Amount: _____	Tracking #: _____