



4141 Douglas Drive North • Crystal, Minnesota 55422-1696

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Registration # 2017-\_\_\_\_\_

### VACANT BUILDING REGISTRATION \$600

Application Date: \_\_\_\_\_

Vacant Building Address: \_\_\_\_\_ PID #: \_\_\_\_\_

**Owner(s):**  
*Attach additional sheets if necessary*

Full Name (PRINT): \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Lien Holder(s) or Others w/  
Legal Interest in Property:**  
*Attach additional sheets if necessary*

Full Name (PRINT): \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Responsible Party:**  
*Can be a Realtor<sup>®</sup>, leasing agent,  
management company, mortgagor or  
other party with direct or indirect  
control or authority over the building.*  
*Attach additional sheets if necessary.*

Full Name (PRINT): \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Relationship to Owner/Lien Holder: \_\_\_\_\_

Date building became vacant: \_\_\_\_\_ Property Plan Attached  **or** Must be Submitted by: \_\_\_\_\_  
*(within 30 days of Application Date)*

*Acknowledgement of Responsibility: The undersigned owner/agent: 1) avows and acknowledges that the information herein is complete and accurate; 2) assumes responsibility for maintaining and securing the subject building in conformity with Crystal City Code Section 435 and other applicable codes; and 3) acknowledges the responsibility to notify the city in writing within 30 days of any changes to information contained in this registration form.*

Owner or Agent: \_\_\_\_\_ Signature: \_\_\_\_\_  
*(Please Print Name)*

**City Staff Use**  
 \$600 Annual Registration Fee Pd (0100.4276)  \$60 Administrative Fee Pd, if applicable (0100.4276)  
JDE Receipt No. \_\_\_\_\_  
 Submitted Property Plan on: \_\_\_\_\_  Registration Issued on: \_\_\_\_\_

**Property Plan for Vacant Building at:** \_\_\_\_\_

**Property Status**

*(Check all that apply)*

- Property is actively listed for sale Listing Date: \_\_\_\_\_
  - Property sale is pending Closing Date: \_\_\_\_\_
  - Building is being renovated Completion Date: \_\_\_\_\_
    - All required permits have been issued; or
    - Applications for all required permits will be submitted by: \_\_\_\_\_
  - Building will be used as a residential rental property
- Date by which property is anticipated to be occupied: \_\_\_\_\_ \*

*\*Crystal requires a rental dwelling license for any property occupied by someone other than the owner. A city inspection and a City Council-issued license is required BEFORE the property is occupied. For more information please see the city website at [http://www.crystalmn.gov/city\\_departments/rental\\_licensing.php](http://www.crystalmn.gov/city_departments/rental_licensing.php) or contact the Rental Licensing Specialist at (763) 531.1144 or [chee.yang@crystalmn.gov](mailto:chee.yang@crystalmn.gov).*

**Property Maintenance**

Owner/responsible party attests that the following steps have been or will be taken. For any boxes left unchecked, you must provide a date by which the item will be completed.

- The building is secured against unauthorized entry by persons or pests in accordance with standards of City Code Section 435.20
- All hazardous material or hazardous refuse has been removed
- The building's water system has been protected from freezing
  - Building is adequately heated to prevent freezing
  - Water service to the building has been shut off at the curb stop
- Non-compliant electrical service lines, wiring or fixtures have been removed/disconnected
- Exterior lighting is being maintained and used to illuminate building and walkways
- Heating facilities have been removed, rendered inoperable, or are maintained per code

- Owner/responsible party affirms that the subject property shall be maintained in compliance with all applicable property maintenance regulations and city codes including, but not limited to the following:
 

▪ Nuisances	▪ Grass and weeds	▪ Animals
▪ Exterior maintenance	▪ Motor vehicles	▪ Garbage and refuse
▪ Dead/hazardous trees	▪ Graffiti	▪ Abandoned pools

**Signatures**

Owner/Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

City Review/Approval by: \_\_\_\_\_ Date: \_\_\_\_\_