



CITY of CRYSTAL

4141 Douglas Drive North • Crystal, Minnesota 55422-1696

Tel: (763) 531-1000 • Fax: (763) 531-1188 • www.crystalmn.gov

Registration # 2024-_____

Application Date: _____

VACANT BUILDING REGISTRATION
\$1,000

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®, 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

☐ \$1000 Annual Registration Fee Pd (0100.4276)

☐ \$100 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 <i>(Check all that apply)</i>	<input type="checkbox"/> Property is actively listed for sale	Listing Date: _____									
	<input type="checkbox"/> Property sale is pending	Closing Date: _____									
	<input type="checkbox"/> Building is being renovated <input type="checkbox"/> All required permits have been issued; or <input type="checkbox"/> Applications for all required permits will be submitted by: _____	Completion Date: _____									
	<input type="checkbox"/> Building will be used as a residential rental property Date by which property is anticipated to be occupied: _____ *										
<p><i>*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 or contact the Code Enforcement Manager at 763-531-1143 or jason.zimmermann@crystalmn.gov.</i></p>											
Property Maintenance	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 will be completed.</u>										
	<input type="checkbox"/> The building is secured against unauthorized entry by persons or pests in accordance with standards of City Code Section 435.20 <input type="checkbox"/> All hazardous material or hazardous refuse has been removed <input type="checkbox"/> The building's water system has been protected from freezing <input type="checkbox"/> Building is adequately heated to prevent freezing <input type="checkbox"/> Water service to the building has been shut off at the curb stop <input type="checkbox"/> Non-compliant electrical service lines, wiring or fixtures have been removed/disconnected <input type="checkbox"/> Exterior lighting is being maintained and used to illuminate building and walkways <input type="checkbox"/> Heating facilities have been removed, rendered inoperable, or are maintained per code										
	<input type="checkbox"/> 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: <table border="0"><tr><td>▪ Nuisances</td><td>▪ Grass and weeds</td><td>▪ Animals</td></tr><tr><td>▪ Exterior maintenance</td><td>▪ Motor vehicles</td><td>▪ Garbage and refuse</td></tr><tr><td>▪ Dead/hazardous trees</td><td>▪ Graffiti</td><td>▪ Abandoned pools</td></tr></table>		▪ Nuisances	▪ Grass and weeds	▪ Animals	▪ Exterior maintenance	▪ Motor vehicles	▪ Garbage and refuse	▪ Dead/hazardous trees	▪ Graffiti	▪ Abandoned pools
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Signatures	Owner/Responsible Party: _____ Date: _____										
	City Review/Approval by: _____ Date: _____										