



4141 Douglas Drive North • Crystal, Minnesota 55422-1696

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

Registration # 2014-_____

VACANT BUILDING REGISTRATION
\$500

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®, 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

- Submitted Property Plan on:
\$500 Annual Registration Fee Pd (0100.4276)
\$35 Administrative Fee Pd, if applicable (0100.4276)
JDE Receipt No.
Registration Issued on:

Property Plan for Vacant Building at: _____

<p>Property Status</p> <p><i>(Check all that apply)</i></p>	<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 Completion Date: _____ <input type="checkbox"/> All required permits have been issued; or <input type="checkbox"/> Applications for all required permits will be submitted by: _____
	<p><u>If single-family or two-family residential:</u></p> <input type="checkbox"/> Code Compliance inspection performed on: _____ Compliance Date: _____ <input type="checkbox"/> Seller to make repairs prior to closing; or <input type="checkbox"/> Buyer to assume responsibility for repairs; or <input type="checkbox"/> Not sure at this time which party will assume responsibility for repairs <input type="checkbox"/> Rental inspection completed on: _____ Compliance Date: _____ Date by which property is to be rented and occupied: _____

<p>Property Maintenance</p>	<p>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></p> <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 style="width: 100%; margin-top: 5px;"> <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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<p>Signatures</p>	<p>Owner/Responsible Party: _____ Date: _____</p>
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	<p>City Review/Approval by: _____ Date: _____</p>
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