



**CITY of CRYSTAL**

4141 Douglas Drive North • Crystal, Minnesota 55422-1696

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

**Registration # 2020-\_\_\_\_\_**

**VACANT BUILDING REGISTRATION  
\$700**

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**

- \$700 Annual Registration Fee Pd (0100.4276)
- \$70 Administrative Fee Pd, if applicable (0100.4276)
- Submitted Property Plan on: \_\_\_\_\_
- JDE Receipt No. \_\_\_\_\_
- Registration Issued on: \_\_\_\_\_

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

<p><b>Property Status</b></p> <p><i>(Check all that apply)</i></p>	<input type="checkbox"/> Property is actively listed for sale <span style="float: right;">Listing Date: _____</span>
	<input type="checkbox"/> Property sale is pending <span style="float: right;">Closing Date: _____</span>
	<input type="checkbox"/> Building is being renovated <span style="float: right;">Completion Date: _____</span> <input type="checkbox"/> All required permits have been issued; or <input type="checkbox"/> Applications for all required permits will be submitted by: _____
	<input type="checkbox"/> Building will be used as a residential rental property  Date by which property is anticipated to be occupied: _____ *  <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 <a href="http://www.crystalmn.gov/city_departments/rental_licensing.php">http://www.crystalmn.gov/city_departments/rental_licensing.php</a> or contact the Rental Licensing Specialist at (763) 531.1144 or <a href="mailto:chee.yang@crystalmn.gov">chee.yang@crystalmn.gov</a>.</i>

<p><b>Property Maintenance</b></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-left: 20px;"> <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><b>Signatures</b></p>	Owner/Responsible Party: _____ Date: _____
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	City Review/Approval by: _____ Date: _____
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