

City of Port Jervis Vacant & Foreclosed Building Registration Form

Complete Form & Return with required fee & proof of Property Liability Insurance to:
 City of Port Jervis Building Dept., PO BOX 1002, Port Jervis, NY 12771

Registration Fees (checks made payable to City of Port Jervis):

\$1200.00 First year of vacancy	\$4200.00 Fourth year of vacancy	\$8200.00 Eighth year of vacancy
\$2200.00 Second year of vacancy	\$5200.00 Fifth year of vacancy	\$9200.00 Ninth year of vacancy
\$3200.00 Third year of vacancy	\$6200.00 Sixth year of vacancy	\$10200.00 Tenth year of vacancy
	\$7200.00 Seventh year of vacancy	

Property Information:

This property is: _____ **Vacant (submit with applicable fee)** _____ **Occupied (contact this office)**

Address: _____, Port Jervis, NY 12771

Tax Map Section _____ Block _____ Lot _____

Proof of Property Liability Insurance of not less than: \$300,000.00 (residential buildings) & \$1,000,000.00 (commercial buildings) with The City of Port Jervis named as a certificate holder must be submitted with the registration form

Property Owner:

Name: _____	Street Address: _____
Contact Name (If Business): _____	Mailing Address: _____
Day Phone #: _____	City: _____ State: _____ Zip: _____
Emergency Phone #: _____	Email: _____

For properties for which a lis pendens and/or action for foreclosure has been instituted:

Mortgage Holder:

Name: _____

Street Address: _____ Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____

Email: _____

Person Responsible for Maintaining Property (Must be over 21 years of age & reside or maintain an office in Orange County, New York):

Name: _____	Contact Name (If Business): _____
Address: _____	City: _____ State: _____ Zip: _____
Phone #: _____	Emergency Phone #: _____
Email: _____	

Registration Checklist:

	Yes	No
All doors, windows and other openings shall be weather-tight and secured against entry by the general public as well as animals.	<input type="checkbox"/>	<input type="checkbox"/>
All roof and roof flashings shall be sound and tight so that no water will penetrate the structure and must allow for appropriate drainage so as to prevent deterioration of the interior portions of the building. No temporary measures shall be permitted such as tarps, canvas, plastic, boards, etc. Temporary boarding of windows may be permitted upon application and consent by the Building Official of the City of Port Jervis.	<input type="checkbox"/>	<input type="checkbox"/>
The interior of the building must be maintained in good repair, be structurally sound and free from rubbish, garbage and other debris	<input type="checkbox"/>	<input type="checkbox"/>
Structural members of the building shall be capable of bearing both live and dead loads and the foundation walls likewise shall be capable of supporting an appropriate load	<input type="checkbox"/>	<input type="checkbox"/>
The exterior of the building shall be free of loose or rotten materials as well as holes. Any exposed metal, wood or other surface shall be protected from the element by appropriate weather-coating materials (paint or similar treatment).	<input type="checkbox"/>	<input type="checkbox"/>
Any balconies, canopies, signs, metal awnings, stairways, fire escapes or other overhanging extensions shall be in good repair, appropriately anchored.	<input type="checkbox"/>	<input type="checkbox"/>
Any accessory structures, including garages, sheds and other storage facilities shall be in good repair.	<input type="checkbox"/>	<input type="checkbox"/>
All combustibles must be removed from interior of all buildings and the exterior of the property	<input type="checkbox"/>	<input type="checkbox"/>
Required Smoke and carbon monoxide detectors are operating properly	<input type="checkbox"/>	<input type="checkbox"/>
A sign, at least 18 inches by 24 inches, posted to the building, "To Report Problems with this Building/Property Call and/or E-mail" with a name, address and telephone number of the owner and/or mortgagees authorized agent.	<input type="checkbox"/>	<input type="checkbox"/>
A statement or plan submitted to this office outlining a continual maintenance schedule, and including the status of gas service, electric service, water service & winterization of pipes.	<input type="checkbox"/>	<input type="checkbox"/>

In addition to the requirements listed on this form, it is the responsibility of the Property Owner/Mortgagee to comply with all requirements of Chapter 415 of the Municipal Code of The City Of Port Jervis, New York

For Office Use Only:

Amount Paid: _____ **Date Paid:** _____ **Receipt Number:** _____