

**STROUDSBURG BOROUGH**  
**REGISTRATION / RENEWAL FORM**  
**FOR VACANT AND ABANDONED PROPERTIES OR STOREFRONTS**

NEW       UPDATE       RENEWAL

Per Ordinance 1063, the owner of any vacant property or storefront as defined therein (generally property or storefront which has been vacated, or the use, or the occupancy has substantially ceased for a period of 6 months), shall within 30 calendar days after such time or within 30 calendar days after assuming ownership of any vacant property or storefront; or within 10 calendar days of receipt of notice by the municipality, file the required registration form herein with the Code Enforcement Officer. The owner shall notify the Borough within 30 days of any change in the registration information by filing an updated form.

**1. Property Information:**

Street Address: \_\_\_\_\_ Lots(s): \_\_\_\_\_

Monroe County Tax ID: \_\_\_\_\_ (REQUIRED)

- o Type (check all that apply): Foreclosure \_\_\_\_\_ Residential \_\_\_\_\_ Non-Residential \_\_\_\_\_ Storefront
- o Is the building and/or storefront currently enclosed and secured from unauthorized entry? \_\_\_\_\_ Yes \_\_\_\_\_ No
- o Do you agree to continue to secure the building and/or storefront and maintain the building until the building and/or storefront is again legally occupied, demolished or until repair or rehabilitation of the building and/or storefront is complete? \_\_\_\_\_ Yes \_\_\_\_\_ No
- o Do you agree to ensure that the exterior grounds of the property and exterior features of the building and/or storefront are clean and well- maintained and otherwise consistent with the requirements of the Property Maintenance Ordinance at all times? \_\_\_\_\_ Yes \_\_\_\_\_ No
- o Do you agree to ensure that all areas of the vacant storefront visible by the public from the public street or sidewalk are maintained in broom- clean condition and free of litter and debris at all times? \_\_\_\_\_ Yes \_\_\_\_\_ No

**2. Property Owner:**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Email \_\_\_\_\_  
(No P.O. Box) \_\_\_\_\_  
Mobile Phone \_\_\_\_\_

**3. Managing Agent (Authorized to act with respect to Vacant and Abandoned Property or Storefront):**

Must be at least 21 years of age.

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Email \_\_\_\_\_  
(No P.O. Box) \_\_\_\_\_  
Mobile Phone \_\_\_\_\_

**4. Individual or Representative of Property Preservation Company (Responsible for maintaining the property):**

Must be available 24 hours per day, seven days per week.

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Email \_\_\_\_\_  
(No P.O. Box) \_\_\_\_\_

**5. Registration / Renewal Fee:**

Initial Registration: \$500.00, pro-rated through December 31st if received less than 10 months prior to that date;  
First Renewal: \$1,500.00; Second Renewal: \$3,000.00; Subsequent Renewal: \$5,000.00; Renewals are due by  
January 1st of each year.

Amount Due: \_\_\_\_\_

\*If exempt, write waiver of fees in amount due line.

\*\*See waiver of fees below, to check if you're exempt.

**6. Certification of waiver:**

Waiver of fees:

A waiver of the registration fee set forth herein may be granted, upon application and approved, by the Borough Manager for the current year if the following conditions are met:

- A. All local municipal fees are paid in full; **and**
- B. A consistent good faith effort is shown to market, rent, sell, or lease the vacant property or storefront. Good faith efforts include but are not limited to contracts with a real estate licensee, newspaper advertisements, electronic advertisements or other methods, list of interested lessees, provided that the effort is actually likely to generate interest in the property and the owner is actually willing to rent, sell or lease, and the pricing is consistent with other similar properties or portions thereof as attested by a real estate licensee as licensed by the Pennsylvania Real Estate Commission. The mere placement of a "for sale" or "for rent or lease" sign on or in the building in and of itself does not meet the requirements of this subsection.

I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY ME ARE WILLFULLY FALSE, I AM SUBJECT TO PUNISHMENT UNDER THE PENAL PROVISIONS OF THE VACANT AND ABANDONED PROPERTIES AND STOREFRONTS ORDINANCE.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Managing Agent/Individual Representative: \_\_\_\_\_ Date: \_\_\_\_\_