



# The Town of Elsmere

11 Poplar Avenue, Elsmere, Delaware 19805

Phone (302) 998-2215 Fax (302) 998-9920

## Vacant Property Registration Form

### Property Information

Parcel Number: \_\_\_\_\_ Date \_\_\_\_\_

Address of Vacant Property: \_\_\_\_\_

Vacant as of: \_\_\_\_\_ Date Received: \_\_\_\_\_

Property Type:  Single Family  Multiply Family  Commercial  Industrial

Utilities: Water  on  off Gas  on  off Electricity  on  off Winterized  yes  no

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### Property Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number : \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Email: \_\_\_\_\_

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### In State Contact

(Please fill out if property owner resides out of the State of Delaware)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

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### Emergency Contact

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

**Registration Fee:**

1. \$250.00 for properties that are vacant for more than 45 days but less than one year.
2. \$500.00 for properties that are vacant for at least one year but less than two years.
3. \$1,000.00 for properties that are vacant for at least two years but less than three years.
4. \$2,000.00 for properties that are vacant for at least three years but less than five years.
5. \$3,500.00 for properties that are vacant for at least five years but less than ten years.
6. \$5,000.00 for properties that are vacant for at least ten years, plus an additional \$500.00 for each year in excess of ten years.

**Duty to amend registration statement:**

If status of the registration changes during the course of any calendar year it is the responsibility of the owner, responsible party, or agent for same to contact the Town of Elsmere Code Office Department in writing within 30 days of the occurrence of such change and make them aware of the information that has changed.

I declare that to the best of my knowledge the information supplied above is correct and complete.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Form must be notarized if it is not completed in the Town of Elsmere Code Office.**

**Notary Information**

Subscribed and sworn to before me on the following date:

\_\_\_\_\_

**Notary Public Signature**

\_\_\_\_\_

**Date**