

# 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: \_\_\_\_\_

<b>Registration Checklist:</b>	<b>Yes</b>	<b>No</b>
All doors, windows and other openings shall be weather-tight and secured against entry by the general public as well as animals.		
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.		
The interior of the building must be maintained in good repair, be structurally sound and free from rubbish, garbage and other debris		
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		
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).		
Any balconies, canopies, signs, metal awnings, stairways, fire escapes or other overhanging extensions shall be in good repair, appropriately anchored.		
Any accessory structures, including garages, sheds and other storage facilities shall be in good repair.		
All combustibles must be removed from interior of all buildings and the exterior of the property		
Required Smoke and carbon monoxide detectors are operating properly		
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.		
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.		

**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:** \_\_\_\_\_