BOROUGH OF WEST NEWTON

Westmoreland County, Pennsylvania · 112 S Water Street, West Newton, PA 15089

ANNUAL VACANT PROPERTY REGISTRATION APPLICATION

Adopted pursuant to Ordinance No. 2021-1

Registration Year: _____ **Date Submitted:** _____ **This application is an:** ☐ Initial Registration ☐ Renewal

1. PROPERTY INFORMATION

Property Address: _____ **West Newton, PA ZIP:** _____

Parcel Identification No. (PIN): _____ **No. of Buildings / Structures on Property:** _____

Property Type: ☐ Residential ☐ Commercial ☐ Industrial ☐ Mixed Use ☐ Other: _____

Is the property currently vacant? ☐ Yes ☐ No **Date became vacant:** _____ **Length of vacancy:** _____

Reason for vacancy: _____

_____

2. OWNER INFORMATION

Legal Name of Owner: _____ **Telephone:** _____

Mailing Address: _____ **Email:** _____

City: _____ **State:** _____ **ZIP:** _____ **Property is owner-occupied:** ☐ Y ☐ N

Type of Ownership: ☐ Individual ☐ Corporation ☐ LLC ☐ Partnership ☐ Trust ☐ Estate ☐ Other: _____

If a legal entity — Authorized Representative: _____ **Title / Capacity:** _____

3. PROPERTY MANAGER / LOCAL MAINTENANCE CONTACT

Person or company responsible for the property's security, maintenance, and emergency response. If none, write "Same as Owner."

Company / Individual: _____ **Contact Person:** _____

Address: _____ **Email:** _____

Telephone: _____ **24-Hour Emergency Telephone:** _____

Does this party have authority to arrange maintenance and address nuisance conditions? ☐ Yes ☐ No

4. PROPERTY CONDITION — check all conditions that currently apply

☐ Secured against unauthorized entry
☐ Roof maintained and watertight
☐ Grass and vegetation maintained
☐ No accumulation of mail or flyers
☐ Pool / spa maintained and covered
☐ Doors secured and operable
☐ Exterior walls maintained
☐ Trees / shrubs / hedges maintained
☐ No abandoned vehicles or equipment
☐ Utilities connected as required
☐ Windows secured and operable
☐ Yard / grounds maintained
☐ Trash, junk, and debris removed
☐ No graffiti
☐ Otherwise compliant with Borough codes

Known code violations or outstanding notices? ☐ No ☐ Yes — explain: _____

5. SECURITY AND INSPECTION

How is the property secured? _____

Inspected regularly? ☐ Yes ☐ No **Frequency:** ☐ Weekly ☐ Monthly ☐ Other: _____

Person / company conducting inspections: _____ **Date of last inspection:** _____

6. REGISTRATION FEE

Annual Vacant Property Registration Fee (Section 7 of the ordinance): $300.00 **Payment enclosed:** ☐ $300.00

Payment Method: ☐ Check ☐ Money Order **Check / Money Order No.:** _____

The registration fee covers a twelve (12) month period beginning on the date of registration. Make payment payable to West Newton Borough and mail or deliver with this application to 112 S Water Street, West Newton, PA 15089. Registration fees are non-refundable.

7. CERTIFICATION OF OWNER

I certify that I am the owner or authorized representative of the property identified in this application and that the information provided is true and correct to the best of my knowledge. I further understand that:

- A vacant property within the Borough must be registered within ten (10) days after it becomes vacant, and re-registered for as long as it remains vacant, at a fee of $300.00. Each registration covers a twelve (12) month period beginning on the date of registration and must be renewed at the end of that period.
- The registration is not transferable. If the property is sold or transferred, the new owner must register it within ten (10) days of the transfer.
- Any change in the information contained in this registration must be reported to the Borough as required by the ordinance.
- Failure to properly register or pay the required fee may result in additional fees and enforcement action.
- The property remains subject to the Borough's property maintenance, building, zoning, security, and nuisance requirements, and the Borough may act to bring the property into compliance and place a lien on it for qualifying costs.

Name (print): _____ **Title / Capacity:** _____

Signature: _____ **Date:** _____

8. FOR BOROUGH USE ONLY

Date Received: _____ **Received By:** _____ **Registration No.:** _____ **Verified Vacant:** ☐ Y ☐ N

Approved: ☐ Y ☐ N **Initial Reg. Date:** _____ **Annual Renewal Date:** _____ **Fee Paid:** ☐ Y ☐ N **Amount: $** _____

Payment Date: _____ **Receipt No.:** _____ **Outstanding Fees:** ☐ No ☐ Yes — $ _____

Code Violations Outstanding: ☐ No ☐ Yes **Inspection Required:** ☐ No ☐ Yes

Notes: _____

Borough Official: _____ **Signature:** _____ **Date:** _____

FILING INSTRUCTIONS

- Complete all sections. Incomplete applications will be returned and the property will remain unregistered.
- Submit this application together with the $300.00 annual fee, payable to West Newton Borough, in person or by mail to: West Newton Borough Office, 112 S Water Street, West Newton, PA 15089.
- Register within ten (10) days after the property becomes vacant. Each registration is valid for twelve (12) months from the date of registration and must be renewed at the end of that period for as long as the property remains vacant.
- Notify the Borough in writing of any change to the information in this registration, including a sale or transfer of the property.
- Questions: contact the West Newton Borough Office at 724-872-6860 or wnmanager@wnborough.com, Monday through Friday, 8:00 AM to 4:00 PM.

IMPORTANT NOTICE: Registration of a vacant property does not constitute approval of the property's condition and does not relieve the owner, property manager, mortgagee, or other responsible party from compliance with the Borough of West Newton Code of Ordinances, Property Maintenance Code, Zoning Code, building codes, or other applicable laws. The Borough may inspect the property and may pursue enforcement, penalties, nuisance abatement, liens, or other remedies authorized by law and the applicable Borough ordinances.