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Rebecca M. Brown  
Director

## DEPARTMENT OF CODES AND INSPECTIONS

# Foreclosed Property Registration

*Information regarding the registration program is provided on page 2 of this form.*

**Registration Type:**                      **Initial Registration:**                       **Renewal Registration:**

**Property Owner:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Lending Institution, Mortgagee, Creditor or Owner (required):**

\_\_\_\_\_  
**Business Address: (no PO Boxes permitted)** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Preservation Company (if applicable):**

\_\_\_\_\_  
**Business Address: (no PO Boxes permitted)** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Local Maintenance Provider Contact Name and Title (required):**

\_\_\_\_\_  
**Business Address: (no PO Boxes permitted)** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Date of initial foreclosure filing: \_\_\_\_\_

Mortgagees shall pay any required fees and maintain accurate registration information until the property is transferred to an unaffiliated third party. Please include registration fee with application:

**Registration Fee: \$175.00**

The mortgagee or agent of this building and undersigned does hereby certify that the information and statements given on the registration are to the best of his or her knowledge, true and correct. I acknowledge and understand the property maintenance expectations for registered properties.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Return this registration form, along with your fee to:  
City of Altoona  
Department of Codes and Inspections  
1301 12<sup>th</sup> Street Suite 103  
Altoona PA 16601

## **Chapter 560 – Registration of Properties in Default of Mortgage**

It is the purpose and intent of the City to establish a process to address the deterioration and blighted property of City neighborhoods caused by an increasing amount of abandoned, foreclosed or distressed real property located within the City, and to identify, regulate, limit and reduce the number of abandoned properties located within the City. It is the City's further intent to establish a registration program as a mechanism to protect neighborhoods from becoming blighted property due to the lack of adequate maintenance and security of abandoned and foreclosed properties.

### **Property Maintenance Expectations.**

- Grass shall be no higher than 8 inches at any time and the property must be maintained free of all noxious weeds
- Property must remain free of garbage, litter and debris
- The premises shall remain secure and locked. Broken windows and doors which are visible from the right-of-way may be covered with plywood or similar boarding material on an emergency basis while arrangements are being made to replace broken glass or broken parts of existing windows and doors. Otherwise windows and doors visible from the public right-of-way must be maintained in good repair and not boarded.
- Standing water on the premises, including but not limited to standing water in swimming pools, shall be eliminated.
- All other applicable property maintenance provisions as listed within the International Property Maintenance Code remain in effect.

### **Periodic Inspection:**

Code Enforcement may inspect the property to ensure compliance with applicable property maintenance requirements. The code enforcement official will notify the registered local contact of any violations identified at the time of inspection. Failure of the mortgagee and/or owner to properly maintain the property in accordance with all applicable codes of the City may result in a violation of the applicable code(s) and issuance of a citation or notice of violation in accordance with the applicable code of the City. Pursuant to a finding and determination by the City's Code Enforcement Officer, Magistrate or a court of competent jurisdiction, the City may take the necessary action to ensure compliance with this chapter.