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Rebecca M. Brown
Director

DEPARTMENT OF CODES & INSPECTIONS

VACANT PROPERTY REGISTRATION

PROPERTY LOCATION: _____

Pursuant to the City of Altoona Code, Chapter 550 Section 1003.3, owners of vacant properties are required to register their properties with the City of Altoona and pay the applicable fee. This form must be completed in its entirety to be accepted.

OWNER NAME _____ **PHONE NO.** _____

OWNER ADDRESS _____

City State Zip Code

OWNER EMAIL ADDRESS: _____

AGENT INFORMATION - REQUIRED IF OWNER RESIDES OUTSIDE OF BLAIR COUNTY

AGENT NAME _____ **AGENT PHONE NO.** _____

AGENT ADDRESS _____

City State Zip Code

AGENT EMAIL ADDRESS: _____

DATE PROPERTY BECAME VACANT: _____

(Must be an individual who will accept service of process on behalf of the corporation) If owner's mailing address has changed or changes within the next year or the property is sold to a new owner, the owner is responsible to update this information and must notify the Department of Codes and Inspections within thirty (30) days of such change.

If an owner fails to return this registration form for all their vacant properties, to amend the registration statement, if applicable, or fails to pay the registration fee, the City of Altoona may institute criminal proceedings against the owner of the property. An owner is also subject to a potential fine. In addition, the City of Altoona may bring civil action to collect any unpaid registration fees. Payment may be made to the above office address or made in person. Payment will not be accepted without this form. Please call the City of Altoona Department of Codes & Inspections for any questions you have about the completion and/or submittal of this form at (814) 949-2456.

Submission to a false statement to a Public Official, pursuant to Section 4904 of Title 18 of the Pennsylvania Crimes Codes, constitutes a misdemeanor of the third-degree offense, punishable by a fine and imprisonment of not more than one year.

Signature _____ **Date** _____

Summary of Annual Registration of Vacant Buildings and Associated Fees

Fee Schedule:

Your registration fee for this year is based upon the total number of years the property has been vacant as of November 1st, regardless of varying ownership during the period of vacancy. The fee schedule is as follows:

Less than 1 year vacant:	\$ 0.00
1 year vacant:	\$ 500.00
2 years vacant:	\$1000.00
3-4 years vacant:	\$2000.00
5-9 years vacant:	\$3500.00
10 years vacant:	\$5000.00
10 + years vacant	\$5000.00 plus additional \$500.00 for every year property has been vacant over 10 years

Delinquent Registration Fees as a Lien:

After the owner is given notice of the amount of the registration fee due, except for those owners who have properly perfected an appeal or received a waiver, and the owner fails to pay the amount due, said amount shall constitute a debt due and owing to the City, and the City may commence a civil action to collect the unpaid debt.

Duty to Amend Registration Statement

If the status of the registration information changes during the course of any calendar year, it is the responsibility of the owner, responsible party or agent for the same to contact the City of Altoona Department of Codes & Inspections within thirty (30) days of the occurrence of such change and advise the Department in writing of those changes.

Violations; Penalties

The failure or refusal for any reason of any owner, or agent acting on behalf of the owner to register a vacant building or to pay any required fees pursuant to the provisions of this section within thirty (30) days after they become due shall constitute a violation punishable upon conviction thereof by a fine in the amount of not less than \$100.00 nor more than \$500.00 for each failure or refusal to register, or for each failure to refusal to pay a required vacant building fee, as applicable. In such cases, whenever the minimum fine of \$100.00 is imposed, it shall not be subject to suspension or reduction for any reason.

Appeal from the Registration Requirement:

As the owner, you have the right to appeal the registration requirement and/or the registration fee imposed. In order to appeal the registration and/or fee, application must be made to the City of Altoona Code Appeals Board with the \$300.00 hearing fee. Upon receipt of your request for an appeal, a hearing will be scheduled before the City of Altoona Code Appeals Board. At this hearing, you may introduce evidence and/or witnesses to support your appeal. An attorney may represent you or you may choose to present your appeal on your own. On appeal, the owner bears the burden of proving the property was occupied during that period of time he or she was assessed a vacant registration fee or that he or she is not the owner of the property. The City of Altoona Code Appeals Board has the authority to affirm, modify, reverse, vacate or revoke the action for which the appeal is being made. A written notice of the Board's decision will follow the hearing.