



## VACANT PROPERTY REGISTRATION FORM (Private Property Owner)

Please complete and return in accordance with New Castle County Code, Chapter 7 (“Property Maintenance Code”), Article 2 (“Registration and Payment of Fees for Vacant Premises”). All necessary information must be filled out completely and accurately to be accepted.

**There is no fee required to register.**

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

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Name of Owner(s):** \_\_\_\_\_

Owner’s Mailing Address: \_\_\_\_\_

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

Owner’s Primary Phone Number: \_\_\_\_\_

Emergency (24 Hour) Phone Number: \_\_\_\_\_

Owner’s E-mail Address: \_\_\_\_\_

**Secondary Contact** (If Available – Will Receive Correspondence Regarding the Property)

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

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

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

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

E-mail Address: \_\_\_\_\_

Relationship to Property: \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_

Please provide any relevant details relating to the Vacancy status and/or plans for the property (sell, renovate, rent, demolish, etc.):

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**Note: If there is a change to any of the contact information provided above, notification to the Office of Code Enforcement is required within 30 days. Please call Code Enforcement at (302) 395-5040 (Monday through Friday, 9:00 AM to 3:00 PM) with any questions regarding the completion and/or submittal of this form.**