



## VACANT PROPERTY REGISTRATION FORM (Bank-Owned Property)

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”). If applicable, please include up to 2 contacts (other than the Lender) which are servicing and/or maintaining the property. Please be advised that the contacts listed below are the only contacts that Code Enforcement will communicate with regarding the property. Any inquiries received from agencies or persons other than those listed below will be referred back to these contacts.

Date: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

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

Name of Borrower / Mortgagor: \_\_\_\_\_

Name of Lender / Mortgagee: \_\_\_\_\_

Lender’s Address: \_\_\_\_\_

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

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

Name of Property Preservation Company: \_\_\_\_\_

Business Address: \_\_\_\_\_

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

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

Other: \_\_\_\_\_ Role/Function: \_\_\_\_\_

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

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

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

Name / Company / Title of Person Completing Form: \_\_\_\_\_

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

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

**Note: If there is a change to any of the contact information provided above (such as property owner, servicer or vacancy status), notification to the Office of Code Enforcement is required within 30 days.**