

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