

**Town of Washington Grove  
Vacant Property Registration**

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

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

**Property Owner(s) (ALL must be listed – list others on next page):**

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

*Current Street/Office Address or Mailing Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* Home: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_

*Email address:* \_\_\_\_\_

**Responsible Party:**

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

*Role(s) (check all that apply):* \_\_\_\_ Owner \_\_\_\_ Person or entity with control of the property

*Current Street/Office Address or Mailing Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* Home: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_

*Email address:* \_\_\_\_\_

**Emergency Contact:**

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

*Telephone:* Home: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_

**Reason(s) for Vacancy:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach all of the following:**

1. Insurance declaration/certificate of property and casualty insurance greater or equal to the assessed value of the improvements (building and structures) on the property.

**Assessed value:** \_\_\_\_\_

2. Certificate of inspection by a licensed pest company certifying that there is no ongoing pest infestation;
3. *If electricity is on:* Confirmation of fire-code-compliant fire alarms with connection to an outside alarm;
4. *If electricity is off:* Confirmation that the water is turned off; and
5. Documentation of the location of any oil or propane tanks on the property.

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**Signature of Responsible Party**

**Additional Owner(s):**

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

*Mailing Address:* \_\_\_\_\_

*Telephone:* Home: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_

*Email address:* \_\_\_\_\_

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

*Mailing Address:* \_\_\_\_\_

*Telephone:* Home: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_

*Email address:* \_\_\_\_\_