



**Property Intake Survey  
Project Intake Form**

Defining a blighted property - *shall include 1 or more:*

- Any premises which because of physical condition or use is regarded as a public nuisance at common law or has been declared a public nuisance in accordance with the local housing, building, plumbing, fire and related codes.
- Any premises which because of physical condition, use or occupancy is considered an attractive nuisance to children, including but not limited to abandoned wells, shafts, basements, excavations, and unsafe fences or structures.
- Any dwelling which because it is dilapidated, unsanitary, unsafe, vermin-infested or lacking in the facilities and equipment required by the housing code of the municipality, has been designated by the department responsible for enforcement of the code as unfit for human habitation.
- Any structure which is a fire hazard, or is otherwise dangerous to the safety of persons or property.
- Any structure from which the utilities, plumbing, heating, sewerage or other facilities have been disconnected, destroyed, removed, or rendered ineffective so that the property is unfit for its intended use.
- Any vacant or unimproved lot or parcel of ground in a predominantly built-up neighborhood, which by reason of neglect or lack of maintenance has become a place for accumulation of trash and debris, or a haven for rodents or other vermin.
- Any unoccupied property which has been tax delinquent for a period of two years prior to the effective date of this act, and those in the future having a two-year tax delinquency.
- Any property which is vacant but not tax delinquent, which has not been rehabilitated within one year of the receipt of notice to rehabilitate from the appropriate code enforcement agency.
- Any abandoned property. A property shall be considered abandoned if: (i) it is a vacant or unimproved lot or parcel of ground on which a municipal lien for the cost of demolition of any structure located on the property remains unpaid for a period of six months; (ii) it is a vacant property or vacant or unimproved lot or parcel of ground on which the total of municipal liens on the property for tax or any other type of claim of the municipality are in excess of 150% of the fair market value of the property as established by the Board of Revisions of Taxes or other body with legal authority to determine the taxable value of the property; or (iii) the property has been declared abandoned by the owner, including an estate that is in possession of the property.

**Property Intake Form:**

Name of Municipality or Organization:

Person Completing this Survey:

Address:

City: State: Zip:

Phone:

Email:

1. How many blighted properties are in your municipality (approximately and if applicable)?
2. Does your municipality have a property maintenance code?
  - 2.a. If yes, does your municipality have adequate staff to enforce the property maintenance code?
3. If you answered Yes to the previous question (#2), how does the code address blight?
4. If your municipality does not have a property maintenance code, are you interested in learning more about what is covered by a property maintenance code?
5. Please tell us what barriers you are facing in adopting a property maintenance code:
6. Does your municipality have a landlord registration ordinance?
7. If not, are you interested in learning more about a landlord registration ordinance?
8. Has your municipality enacted a ticketing ordinance for code violations?
9. If not, are you interested in learning more about an ordinance that would allow your municipality to ticket for code violations?

10. Has your municipality enacted an ordinance that allows the municipality to escrow fire insurance proceeds?
  
11. If not, are you interested in learning more about a fire insurance proceeds escrow ordinance that would require insurance companies to share the proceeds of fire insurance with the municipality for the demolition of the property in the event of fire?

**Property Intake Form:**

1. What is the address of the blighted property?
  
2. Who owns the property?  
  
For how long?  
  
Is the owner an absentee?
  
3. Is the property vacant?
  
4. If the property is vacant, for how long?
  
5. Are there structures on the premises?
  
6. If the property is occupied, is it owner or renter occupied?
  
7. How long has the current owner owned the property?
  
8. Is the property tax delinquent? If so, at what stage (such as judicial sale or county repository)?
  
9. Is the property subject to a foreclosure action or owned by an estate?
  
10. Provide photos of the property