



Property Referral and Certification Form

Local municipalities that are referring a property to the Cumberland County Blighted Properties Reinvestment Board must complete this form and provide additional information as requested.

Section I: Property Information

Property address: _____

Size and use of property: _____

Property owner: _____

Have the premises been occupied within the last 12 months? ☐ Yes ☐ No

Date of last known occupancy: _____

Address for service: _____

How did you previously complete service? ☐ Via Certified Mail ☐ Via First-Class Mail ☐ Hand delivery

Has the property been advertised for sale within the last 12 months? ☐ Yes ☐ No

Is the property subject to any pending foreclosure actions by an individual or a nongovernmental entity? ☐ Yes ☐ No

Does the property exhibit a history of trespassing incidences or concerns? ☐ Yes ☐ No

Are there records of complaints against the resident or business? ☐ Yes ☐ No

Continue on the next page.

Section II: Blight Conditions Present

Provide details on all that may apply to the property. Attach any and all relevant documentation of the conditions stated above. Write "N/A" for any conditions that do not apply. Do not leave any spaces blank.

Condition of Blight	Observed Property Conditions
1. 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 local housing, building, plumbing, fire and related codes. *Please attach documentation of the municipality's decision to classify premises as a public nuisance.	
2. 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.	
3. Any dwelling which because it is dilapidated, unsanitary, unsafe, vermin infested, or lacking in the facilities and equipment required by the Housing Code of any municipality, has been designated by the department responsible for enforcement of the Code as unfit for human habitation.	
4. Any structure which is a fire hazard, or is otherwise dangerous to the safety of persons or property.	<i>See reverse side.</i>
5. Any structure from which the utilities, plumbing, heating, sewage, or other facilities have been disconnected, destroyed, removed, or rendered ineffective so that the property is unfit for its intended use. *Please specify which utilities or facilities have been disconnected, destroyed, removed, or rendered ineffective.	
6. Any vacant or unimproved lot or parcel of ground in a predominately 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.	
7. Any property which is vacant, which has not been rehabilitated within one	

Condition of Blight	Observed Property Conditions
year of the receipt of notice to rehabilitate from a municipal code enforcement agency.	
8. Any abandoned property. A property shall be considered abandoned if: a. 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; b. 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 Cumberland County Tax Assessment Office; or c. The property has been declared abandoned by the owner, including an estate that is in possession of the property.	

Please attach any and all relevant documentation of the conditions stated above.

Section III: Documented Code Violation and Municipal Action

In the following table, please document any municipal building, zoning, or property maintenance code violations for the subject property if a code enforcement report is not available. For each violation, document municipal enforcement actions and the result of those actions.

IF CODE ENFORCEMENT REPORT AVAILABLE, PLEASE ATTACH.

Code Violated <i>(list code name and reference specific section violated)</i>	Municipal Enforcement Action and Result <i>(include date)</i>

Section IV Municipal Contact Information and Certification

1. Name and title of person completing the application.

2. Contact information for municipal staff assigned to this project.

a. Work Phone: _____

b. Cell Phone: _____

c. Email: _____

☐ By checking this box, I agree that all the information presented within this form is accurate and true to the best of my knowledge.

Signature

Date

Completed applications shall be submitted to:

Mikayla Kitchen, Assistant Director

Cumberland County Redevelopment Authority

mkitchen@cchra.com

717-249-0789 x172

114 N Hanover St.

Carlisle, PA 17013