



Department of Public Works  
1820 Paxton Street  
Harrisburg, PA 17104

### Vacant Property Exemption Form

This form is available online at <https://harrisburgpa.gov/department-of-public-works/> You may also return this form by mail or in person to the City of Harrisburg, Department of Public Works at 1820 Paxton Street, Harrisburg PA 17104. All forms MUST BE RECEIVED BY SEPTEMBER 30th, 2022. Forms received AFTER September 30th, 2022 WILL BE DENIED and WILL NOT receive an exemption. Please fill out the form completely.

I, (print name) \_\_\_\_\_, am the owner or owner's agent/representative of the property located at \_\_\_\_\_, within the Corporate limits of the City of Harrisburg, PA.

I am requesting exemption from paying municipal waste services fees for the upcoming calendar year because the above-stated property is a **VACANT PROPERTY**. See back of this form for definition of *VACANT PROPERTY* and examples of supporting documents.

I state that the property is **VACANT** because: \_\_\_\_\_

(Check one):     I am (submitting supporting documentation)     I am NOT (submitting supporting documentation)

By signing this verification form, I hereby attest and affirm that the above statements are true and correct. If signing as the property owner's agent/representative, I also attest and affirm that I have the authority to request the vacant property exemption on behalf of the property owner. I further understand that the submission of a false statement to a public servant is punishable by a fine and/or Imprisonment under Section 4904 of Title 18 of the Pennsylvania Crimes Code.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Address

\_\_\_\_\_  
Property Owner's Phone Number

**If signing as the property owner's agent/representative:**

\_\_\_\_\_  
Agent/Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent/Representative's Address

\_\_\_\_\_  
Agent/Representative's Phone No.

**Section 9-301.2 of the Municipal Waste, Recycling, and Composting Code defines VACANT PROPERTY as:**

Any building (whether commercial or residential), structure, lot, or parcel of land which is not legally occupied or inhabited. A reasonable person standard shall be used in determining whether a property is vacant. Some indicators that a property is vacant include but are not limited to:

1. Lack of human activity, furnishings, or equipment inside the building or structure.
2. Accumulated mail, newspapers, circulars, shut-off notices.
3. Lack of utility services (i.e. water, electricity, natural gas).
4. Broken or boarded-up windows or doors.

Vacant property shall include any building, structure, lot, or parcel of land where no municipal waste has been generated for collection for at least 90 consecutive days. Vacant property shall not include property that is unoccupied and undergoing construction, renovation, or rehabilitation in compliance with applicable legislation, regulations, codes, and ordinances.

**Examples of VACANT PROPERTY include:**

1. Property that has been unoccupied or uninhabited for a period of at least 90 consecutive days in the current year, with the expectation that the property will remain unoccupied or uninhabited for the remainder of the current year and the entirety of the next year.
2. Property which has been unoccupied for year(s) and has not been able to sell.
3. A parcel of land where municipal waste is not generated during the entire year.

**VACANT PROPERTY does NOT include:**

1. Property which is temporarily unoccupied for periods of time (days, weeks, or months) during the year, while being occupied at other periods of time during the year. This includes property which is unoccupied for stretches of time due to vacation, illness, or out-of-town work which becomes occupied during the year because the owner returns to inhabit the property, the owner rents the property to another, or otherwise allows someone else to inhabit the property.
2. Property which is unoccupied while going through the process of construction, renovation, or rehabilitation to get the property ready for habitation and/or sale.

**Documents that can be submitted with this application to assist with proving that your property is VACANT include:**

1. Copies of bills or statements terminating all utility services to the property.
2. Pictures (with dates) of the inside and outside of the residential or commercial building on the property. Also, pictures (with dates) of the lot or parcel of land.
3. Copies of real estate advertisements of the property and property sale history.

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**CITY USE ONLY**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Supporting Docs from Owner? (Y/N): \_\_\_\_\_

Determination: \_\_\_\_\_ Determined By: \_\_\_\_\_ Date: \_\_\_\_\_