SUPPLEMENTAL VACANCY/UNOCCUPANCY APPLICATION

THIS FORM MUST BE COMPLETED AND ATTACHED TO ALL APPLICATIONS FOR VACANT OR UNOCCUPIED PROPERTIES. Please see additional information on the back of this form.

____ VACANT  
Applicant’s Name: ________________________________

____ UNOCCUPIED  
Property Address: ________________________________

JIA# ________________________________

1. How long has the property been vacant/unoccupied? ________________________________

2. What is the reason for vacancy/unoccupancy? ________________________________

______________________________________________________________

3. If this is an estate problem, will the property be sold, rented, etc? (If so, when?) ________________________________

______________________________________________________________

4. What are the prospects of occupancy? ________________________________

______________________________________________________________

5. If the property is to be rehabilitated:
   
a. When will work begin? ________________________________

   b. By whom is it to be done? ________________________________

   c. By whom is it being financed? ________________________________

   d. By what date will rehabilitation be completed? ________________________________

6. What is the existing property value, and what will the value be at completion of rehabilitation? _______

______________________________________________________________

Signature of Applicant ________________________________  Date ________________________________
VACANT - means building houses no furniture or equipment

UNOCCUPIED - means building houses furniture, fixtures or equipment but no one lives or works in it.

- If vacancy or unoccupancy is the result of an estate problem, question #3 of the form must be answered in detail.

- If the building is in the course of reconstruction or renovation, a copy of the contract(s) must be submitted with the application or with this form. If the applicant is performing the work, a signed letter from the applicant indicating (1) the general scope of the work to be performed, (2) the approximate cost of the work.

- If the building is being actively marketed for rental or sale, a copy of the listing agreement for the property must be provided.

No properties that are vacant/unoccupied for an extended period of time shall be written.