

Official Use Only



City of Newburgh
Vacant Property Discovery Report Form

Priority Property

Date: _____ Property Address: _____

Viewed By (optional): Name: _____ Address: _____

Directions: Make all observations from the public right of way. Do not trespass. If you have the ability to do so, please photograph any specific problem areas. Attach relevant photos to the form for submission.

Exterior Conditions Indicating Vacancy

	Yes	No	Notes
Does property look vacant?			
Are there signs of illegal occupancy?			
Is the property maintained? Full garbage cans? Mowed? Snow cleared?			
Is there overgrown or dead vegetation on the property?			
Is there garbage or debris on the property?			
Is there evidence of insect, vermin, or rodent infestation?			
Are doors and windows open?			
Are doors and windows broken?			
Are doors and windows boarded?			
Are the structures damaged or rotten?			
Is the physical house number present on main structure?			

Space for additional notes on back of sheet.

How to submit form:

Fax to: City of Newburgh Office of Code Compliance (845) 569-0096	Mail to: City of Newburgh Office of Code Compliance 123 Grand Street Newburgh, NY 12550	In Person: Office of Code Compliance Old Courthouse, First Floor 123 Grand Street
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REMINDER: Do not enter the property. Conduct all observations of the property from the street or other area that is open to the general public.

