



CITY OF ALBANY
DIVISION OF BUILDINGS & REGULATORY COMPLIANCE
ROOM 303 - CITY HALL
24 EAGLE STREET
ALBANY, NEW YORK 12207
PHONE: (518) 434-5165
FAX: (518) 434-6015

Official Use Only

Reg. No. _____
Date _____
Rec'd By: _____
Fee _____

VACANT BUILDING REGISTRATION FORM

(Please complete and return ONE form per property within twenty (20) days – Must be typed or legibly printed.)

TYPE OF APPLICATION

- Original Registration
 Update of Application Previously Submitted (must be within 30 days of change)
Date of Application Change: ____/____/____
 Renewal Registration
Date of Original Registration: ____/____/____

PROPERTY DESCRIPTION

Building Address (Number, Street, City, State, Zip) _____

Real Estate Index No. _____

Date of Vacancy _____

Estimated length of time building will be vacant (months/years) _____

Sq. Footage of Building _____

No. of Stories Above Ground Level ____ Below ____

Age of Building _____

Most Recent Use _____

No. of Dwelling/Office Units _____

Sprinkler System Yes No [Operational Yes No / Current Inspection Yes No]

Stand Pipe System Yes No [Operational Yes No / Current Inspection Yes No]

Fire Detection System Yes No [Operational Yes No / Current Inspection Yes No]

Elevator Yes No [Operational Yes No / Current Inspection Yes No]

Is the building in an historic district regulated by the Zoning Ordinance?* Yes No

*If "yes," please attach an explanation of what measures will be taken to ensure that the building does not suffer structural damage due to neglect.

Status: Abandoned Distressed Secure Open and Accessible

Utilities: Electricity On Off Water On Off Gas On Off

Description of hazardous materials, uses or conditions that currently exist or previously existed (list all that apply): _____

BOND INFORMATION *(Please submit a copy of Bond with application.)*

Name of Bonding Company

Amount of Bond *(Amount of Bond should match cost of rehabilitation/renovation/demolition.)*
\$ _____

OWNERSHIP INFORMATION *(If more than one owner, attach additional sheets)*

Owner Name

Date of Birth ____/____/____

Social Security No. _____

Driver License No. (include copy) _____

- Is this Owner a
- Corporation (include Certificate of Corporation)
 - Limited Partnership (include Certificate of Limited Partnership)
 - Limited Liability Company (include Articles of Organization and list Names and Addresses of all members on separate and attached sheet)
 - Trust (EIN: _____)
 - Estate (EIN: _____)

Owner Tax ID Number (if applicable) _____

Mailing Address (Number, Street, City, State, Zip)

() _____
Telephone Number

() _____
Alternate Telephone Number

Email Address

Type of Ownership

- Titleholder Land Contract Seller Land Contract Purchaser Other – Specify _____

LIEN HOLDER INFORMATION *(If more than one lien holder, attach additional sheets)*

Name of Lien Holder

Date of Birth ____/____/____

Contact Name

Street Address

City

State

Zip

Type: Lien Holder Other Financial Interest – Specify _____

SIGNATURES

The undersigned attests to the above information as accurate. Any falsification may result in the denial or revocation of the certificate of registration for a vacant building.

Owner 1 Signature _____ Date ____/____/____

Owner 2 Signature _____ Date ____/____/____

Officer of Corporation, Limited Partnership, Limited Liability Company or
Limited Liability Partnership _____ Date ____/____/____

Title & Company _____ Date ____/____/____

Agent Signature _____ Date ____/____/____

Title & Company _____ Date ____/____/____

DIRECTIONS FOR COMPLETION OF VACANT BUILDING REGISTRATION FORM:

1. **OWNER** -- Those shown to be the owner or owners on the records of the City of Albany Department of Assessment and Taxation, those identified as the owner or owners on a vacant building registration form, a mortgagee in possession, a mortgagor in possession, assignee of rents, receiver, executor, trustee, lessee, other person, firm or corporation in control of the premises. Any such person shall have a joint and several obligation for compliance with the provisions of this article.
2. **AGENT** -- If the owner does not reside in Albany County or any adjoining county, the name and address of any third party (living within Albany County or any adjoining county) with whom the owner has entered into a contract or agreement for property management.
3. **CONTACT PERSON PHONE** – A responsible party that can be reached at all time during business and non-business hours. Please include both telephone numbers.
4. **LIEN HOLDERS** -- The names and addresses of all known lien holders and all other parties with an ownership interest in the building.
5. **PROPERTY DESCRIPTION** – Description of the property, including number of units; type of structure and number of stories.
6. **VACANT BUILDING PLAN** --The owner shall submit a vacant building plan which must meet the approval of the Enforcement Officer. The plan, at a minimum, must contain information from one of the following three choices for the property:

- (a) If the building is to be demolished, a demolition plan indicating the proposed time frame for demolition.
 - (b) If the building is to remain vacant, a plan for the securing of the building in accordance with standards provided in §§ 133-68.1 and 133-68.2, if applicable, along with the procedure that will be used to maintain the property in accordance with Article XI, and a statement of the reasons why the building will be left vacant.
 - (c) If the building is to be returned to appropriate occupancy or use, a rehabilitation plan for the property. The rehabilitation plan shall not exceed 365 days, unless the Enforcement Officer grants an extension upon receipt of a written statement from the owner detailing the reasons for the extension. Any repairs, improvements or alterations to the property must comply with any applicable zoning, housing, historic preservation or building codes and must be secured in accordance with § 133-68, if applicable, during the rehabilitation.
7. SIGNATURE – Must be signed by the owner or the designated agent of the property.
 8. TITLE & COMPANY – Include the title and company of officer or agent.

