



CITY OF RENSSELAER

BUILDING AND ZONING DEPT.
CITY HALL, 62 WASHINGTON STREET
RENSSELAER, NEW YORK 12144
(518) 465-1693

VACANT BUILDING REGISTRATION FORM

(Please complete and return within (30 days). Please type or print legibly)

Photo of building must be submitted along with registration form and fee as follows:

\$1,00 Registration – 1st Year \$1,500 Second Year \$2,500 Third Year +

GENERAL INFORMATION

Vacant Building ADDRESS: _____

PROPERTY TYPE: _____ RESIDENTIAL _____ COMMERCIAL _____ MIXED USE

HOW LONG HAS THE BUILDING BEEN VACANT? _____

OWNER INFORMATION

NAME: _____ EMAIL: _____

ADDRESS: _____ ZIP: _____

PRIMARY PHONE: (____) _____ SECONDARY PHONE: (____) _____

AGENT INFORMATION

IF APPLICABLE, PROVIDE THE CONTACT INFORMATION FOR THE AGENT WHO WILL ACT ON THE OWNER'S BEHALF.

NAME: _____ EMAIL: _____

ADDRESS: _____ ZIP: _____

PRIMARY PHONE: (____) _____ SECONDARY PHONE: (____) _____

PRIMARY EMERGENCY CONTACT – MUST BE AN INDIVIDUAL

NAME: _____

PHONE: (____) _____

EMAIL: _____

SECONDARY EMERGENCY CONTACT – MUST BE AN INDIVIDUAL

NAME: _____

PHONE: (____) _____

EMAIL: _____

VACANT BUILDING PLAN

By submitting this form, I hereby certify that all statements made herein are true and accurate to the best of my knowledge. I acknowledge that if any information contained herein changes, it is my obligation as the owner of the property to re-file an updated Vacant Building Registration Form with the Building and Zoning Department.

Signature _____

Date _____

Directions for Completion of Vacant Building Registration Form

Owner. Those shown to be the owner or owners on the records of the City of Rensselaer’s Assessor’s Office, 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.

Agent. If the owner does not reside in Rensselaer County or any adjoining county, the name and address of any third party with whom the owners has entered into a contract or agreement for property management.

Emergency Contacts – An individual who resides in Rensselaer County or any adjacent county who shall respond either individually or through an agent to the property at all times on 30 minutes’ notice in the event of emergencies and who, if not the owner, has the authority to act on the owners’ behalf and access all areas of a property or dwelling in the event of such emergencies.

Vacant Building Plan. The owner shall submit a vacant building plan, which must meet the approval of the Building Inspector. The plan, at a minimum, must contain information from one of the following three possibilities for the property.

- a. If the building is to be returned to appropriate occupancy or use, a rehabilitation plan for the property must be included. The rehabilitation plan shall not exceed 365 days, unless the Building Inspector grants an extension upon receipt of a written statement from the owner detailing the reasons for the extension. The rehabilitation plan will include benchmarks at least every 90 days. Any repairs, improvements, or alterations to the property must comply with any applicable zoning, housing, historic preservation, and building codes and must be secured, if applicable, during the rehabilitation.
- b. If the building is to remain vacant, a plan for securing the building along with the procedure that will be used to maintain the property, and a statement of the reasons why the building will be left vacant must be included.
- c. If the building is to be demolished, a demolition plan indicating the proposed timeframe for demolition must be included.

Signature. Must be signed by the owner of the designated agent of the property.

Inspections. The Code Enforcement Office shall inspect any premises in the City for the purpose of enforcing and assuring compliance. Upon the request of the Enforcement Officer, an owner may provide access to all interior portions of an unoccupied building in order to permit a complete inspection. Nothing contained herein, however, shall diminish the owner’s rights to insist upon the procurement of a search warrant from a court of competent jurisdiction by the Enforcement Officer or his or her designee in order to enable such inspection, and the Enforcement Officer shall be required to obtain a search warrant whenever an owner refuses to permit a warrantless inspection of the premises after having been advised of his or her constitutional right to refuse entry without same. In the case of an emergency, this section will not apply.