



City of Rensselaer

Building & Zoning Department

City Hall - 62 Washington St., Rensselaer NY, 12144 - 518-465-1693

Vacant Building Registration Form

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

Photo of building must be submitted along with registration form and **\$500 Fee.**

Building Address:		Official Use: Date: Amount: Check#: Reg:	
Owner of Record:			
Phone Number:			
Owner's DOB:			
Owner's Address:			
Agent's Name:		Agent's Phone:	
Agent's Address:			
Contact Person:		Phone number:	
Lienholder (1) Name:		Lienholder (1) Phone:	
Lienholder (1) Address:			
Lienholder (2) Name:		Lienholder (2) Phone:	
Lienholder (2) Address:			
Property Description:			

Vacant Building Plan:

Date: _____

Signed: _____	Title: _____
Company: _____	Company: _____

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 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.

2. **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.

3. **Contact Person Phone:** A responsible party that can be reached at all times during business and non-business hours. Please include both telephone numbers.

4. **Lienholders:** The names and addresses of all known lienholders 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 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. 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. 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.
- c. If the building is to be demolished, a demolition plan indicating the proposed timeframe for demolition.

7. **Signature:** Must be signed by the owner or the designated agent of the property.

8. **Title and Company:** Include the title and company of the agent.