



DEPARTMENT OF BUILDINGS & REGULATORY COMPLIANCE

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VACANT BUILDING REGISTRATION FORM

Per Albany City Code § 133-78.2, this form must be filled out by the owner of any building which becomes vacant in the City. It is designed to enable Buildings and Regulatory Compliance staff to contact you about problems at said vacant building and to avoid, wherever possible, levying fines, etc. If necessary, information may be provided appended to this form in memo form. See back for additional instructions. If you are applying for a fee exemption, you will need to submit a VBR Fee Exemption Form (BRC Form 35). Email addresses are now required.

PROPERTY INFORMATION 1

VACANT BUILDING ADDRESS: ZIP:
PROPERTY ACCT #: PROPERTY ACCT & OTHER INFORMATION IS AVAILABLE AT HTTPS://ALBANYNY.MAPGEO.IO
PROPERTY TYPE: # RESIDENTIAL UNITS # COMMERCIAL UNITS FEE DUE \$ (SEE BACK)
CHECK WHAT APPLIES
IF YOU SELECTED "NEITHER", WHAT IS THE SQUARE FOOTAGE OF THE BUILDING? SQ FT
HAS THE BUILDING BEEN REGISTERED BEFORE?
HOW LONG HAS THE BUILDING BEEN VACANT? YES NO
HOW WAS THE BUILDING USED BEFORE IT BECAME VACANT?

VACANT BUILDING PLAN 2

WHICH OF THE FOLLOWING BEST DESCRIBES YOUR INTENTION FOR THE BUILDING? (SELECT ONLY ONE)
REHAB/REOCCUPY/SELL DEMOLITION WAIT FOR FORECLOSURE/SEIZURE
IS THE PROPERTY THE SUBJECT OF A FORECLOSURE ACTION? YES NO
ARE YOU INTERESTED IN SELLING OR DONATING THE BUILDING TO THE ALBANY COUNTY LAND BANK OR ANOTHER NON-PROFIT ENTITY? YES NO

OWNER INFORMATION 3

PROVIDE THE CONTACT INFORMATION FOR ALL OWNERS. IF THERE ARE MULTIPLE OWNERS, PROVIDE THE INFORMATION FOR EACH.

OWNER 1: ADDRESS: ZIP:
EMAIL: PHONE:
LICENSE/STATE ID: STATE: ID No.:
OWNER 2: ADDRESS: ZIP:
EMAIL: PHONE:
ARE THERE ANY OTHER PARTIES WITH AN OWNERSHIP INTEREST IN THE BUILDING? YES NO
IF YOU ANSWERED "YES", PLEASE COMPLETE THE OWNERSHIP SECTION (BOX NO.) ON THE BACK OF THIS FORM.

CONTACT INFORMATION 4

REGISTRATION REQUIRES THE CONTACT INFORMATION FOR AT LEAST ONE PERSON WHO LIVES IN ALBANY COUNTY OR AN ADJOINING COUNTY WITH THE AUTHORITY TO ACT FOR THE OWNER. IF THE OWNER IS A CORPORATION YOU MUST PROVIDE THE CONTACT INFORMATION FOR AT LEAST ONE ACTIVE OFFICER WHO IS RESPONSIBLE FOR MAINTAINING THE PROPERTY. IF NEITHER OF THE OWNERS MEET THESE CONDITIONS, PROVIDE THE NECESSARY INFORMATION BELOW.

PROPERTY CONTACT 1: ADDRESS: ZIP:
EMAIL: PHONE:
PROPERTY CONTACT 2: ADDRESS: ZIP:
EMAIL: PHONE:

STAFF USE ONLY

REG NO.: DATE REC'D: REC'D BY: EXEMPTION APP PENDING SCANNED & SAVED

BUILDING ADDRESS: _____

ADDITIONAL OWNERSHIP INFORMATION

PLEASE PROVIDE THE NAMES AND ADDRESSES OF ANY PARTIES OTHER THAN THE OWNER(S) LISTED IN BOX 3, INCLUDING LEINHOLDERS, WHO HAVE AN INTEREST IN THE BUILDING. 5

INTEREST HOLDER 1: _____

NATURE OF INTEREST: LEINHOLDER MORTGAGOR OTHER

IF "OTHER", DESCRIBE: _____

ADDRESS: _____ ZIP: _____

INTEREST HOLDER 2: _____

ADDRESS: _____ ZIP: _____

NATURE OF INTEREST: LEINHOLDER MORTGAGOR OTHER

IF "OTHER", DESCRIBE: _____

REQUIRED INTERIOR INSPECTION 4

SECTION 133-78.3(B) REQUIRED THAT AN INTERIOR INSPECTION BE PERFORMED BY THE DEPARTMENT WITHIN 7 DAYS OF THE SUBMISSION OF THE REGISTRATION. PLEASE INDICATE BELOW WHEN YOU WOULD LIKE IT TO HAPPEN.

UNLESS THE DATE REQUESTED IS LESS THAN 7 DAYS AFTER THIS FORM IS RECEIVED OR IF IT IS INCOMPLETE THE INSPECTOR WILL ARRIVE IN THE WINDOW SELECTED UNLESS YOU OTHERWISE HEAR FROM US.

DATE: _____ TIME: 9AM-10AM 10AM-11AM 11AM-12PM 12PM-1PM 1PM-2PM 2PM-3PM

Certification: I hereby certify that I have examined this application and know the information contained therein to be correct. I understand that the granting of a permit does not grant authority to violate or ignore any law, that this permit authorizes only the work described herein and will expire, unless otherwise noted, in one year from the date of issuance.

Applicant Signature: _____ **Date:** _____

Credit Card Information for Payment of Registration Fee (we do not accept American Express)

Card Number: _____ Exp. Date: _____ CVV#: _____

| | | |
|--|---|---|
| <input type="checkbox"/> REGISTRATION FEE \$ _____ | APPLICATION VALIDATION (STAFF USE ONLY) FEE EXEMPTED <input type="checkbox"/> | APPLICATION COMPLETE <input type="checkbox"/> |
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Vacant Building Registration Information

General. Registration must be completed annually. We will endeavor to notify you of the expiration of your registration before it happens, but it is the responsibility of the owner to maintain compliance with the registry.

Registration Fee. The registration fee is as follows:

For 1, 2 & 3 family buildings, the fee is \$250 for the first year of vacancy, \$500 for the second year, \$750 for the third year, and \$1000 for the fourth and every year after.

For 4,5 & 6 family buildings and mixed commercial with 1 & 2 residential units, the fee is \$500 for the first year of vacancy, \$1000 for the second year, \$1500 for the third year, and \$2000 for the fourth and every year after.

Fore residential buildings of 7 or greater units and mixed commercial with four or more units, the fee is \$1000 for the first year of vacancy, \$2000 for the second year, \$3000 for the third year, and \$4000 for the fourth and every year after.

For all other buildings, the fee is the greater of \$1000 or .05/sq ft for the first year of vacancy, \$2000 or .10/sq. ft for the second year, \$3000 or .15/sq. ft. for the third year, and \$4000 or .20/sq. ft for the fourth and every year after.

Fee Exemptions. Fee exemptions are available for new building owners who are making a good faith effort to rehabilitate the building, where the building has been damaged as the result of a fire or natural disaster, or an inspection has been performed by this Department and no interior or exterior code violations are found at the property. For more information, see our VBR Fee Exemption Application (BRC Form 35).

Application Fee Credit. If you are applying for permits to repair or rehab the building in question while it is actively registered as vacant, you may deduct the registration fee paid for that year's registration from any application fees charged by our office.

Emergency Action. The City of Albany will take emergency action, including demolition, where a building poses an immediate threat to the public and bill the owner for the cost of the work. The City of Albany does not actively monitor any non-City owned buildings' for structural integrity or code compliance and it remains the owner's sole responsibility to maintain the building to ensure it complies with all laws and is safe. In accepting a vacant building registration, the City of Albany is making no representation that the building is safe or that it will take responsibility for maintenance or monitoring of the building.