

# CITY OF ALBANY

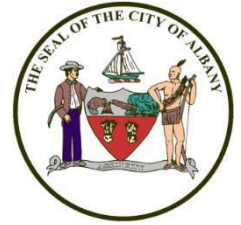
## DEPARTMENT OF BUILDINGS & REGULATORY COMPLIANCE

200 Henry Johnson Boulevard

Albany, NY 12210

Phone (518) 434-5995

codes@albanyny.gov



### 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).

#### PROPERTY INFORMATION

1

VACANT BUILDING ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

PROPERTY ACCT #: \_\_\_\_\_ PROPERTY ACCT & OTHER INFORMATION IS AVAILABLE AT [HTTPS://ALBANYNY.MAPGEO.IO](https://albanyny.mapgeo.io)

PROPERTY TYPE: 1-3 UNIT RESIDENTIAL  3-6 UNIT RESIDENTIAL  NEITHER

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

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

3

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

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.

4

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 APPENDING 0 SCANNED & SAVED 0

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: \_\_\_\_\_

**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:** \_\_\_\_\_

**APPLICATION VALIDATION (STAFF USE ONLY)**

REGISTRATION FEE \$ \_\_\_\_\_

FEE EXEMPTED

APPLICATION COMPLETE

**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 and 2 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 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.

**Getting the Building Off Your Hands.** If you intend to abandon the property, let us know. We may be able to put you in contact with organizations interested in receiving the building as a tax deductible donation or purchasing it for a nominal fee. We may also be able to speed up foreclosure proceedings.

**Tax Credits.** If your building is located in an historic district, you will be able to deduct the bulk of any rehab costs from your taxes through the NYS Historic Tax credit program. See <https://parks.ny.gov/shpo/tax-credit-programs/> for more information.

**Available Grants.** As a vacant building owner, you are likely eligible for up to \$50,000 in grants programs for the rehabilitation and reoccupation of vacant buildings. Let us know if you are interested in applying.

**Additional Information.** Please feel free to include with this form any additional materials or information you believe it would be useful for us to have.

**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.