

CITY OF ALBANY

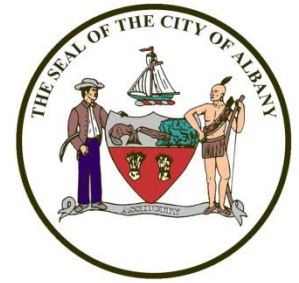
DEPARTMENT OF BUILDINGS & REGULATORY COMPLIANCE

200 Henry Johnson Boulevard

Albany, NY 12210

Phone (518) 434-5165

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VACANT BUILDING REGISTRATION

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.

GENERAL INFORMATION

VACANT BUILDING ADDRESS: _____

TAX MAP ID#: _____ DATE OF VACANCY: _____

WHAT WAS THE BUILDING LAST USED AS? _____

NUMBER OF STORIES: _____ NUMBER OF OFFICE/DWELLING UNITS: _____

ELECTRICITY: ON OFF WATER: ON OFF GAS: ON OFF

PLEASE INDICATE AS APPROPRIATE

I HAVE INCLUDED WITH THIS APPLICATION PHOTOS OF ALL FOUR EXTERIOR WALLS. YES NO

OWNER INFORMATION

OWNER: _____

ADDRESS: _____ PHONE: _____

EMAIL: _____ EIN: _____

IF APPLICABLE

SSN: _____ DATE OF BIRTH: _____ DRIVER'S LIC. NO.: _____

IF APPLICABLE

IF APPLICABLE

IF APPLICABLE

I HAVE INCLUDED A COPY OF THE OWNER'S DRIVER'S LICENSE OR ARTICLES OF INCORPORATION OR ORGANIZATION. YES NO

CONTACT INFORMATION (THE CONTACT PERSON MUST BE REACHABLE ON AN EMERGENCY BASIS).

CONTACT PERSON: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

ALTERNATE PHONE I: _____ ALTERNATE PHONE II: _____

AGENT FOR SERVICE: _____

IF APPLICABLE

ADDRESS: _____

EMAIL: _____ PHONE: _____

APPLICATION INFORMATION

THIS IS A(N): ORIGINAL APPLICATION REGISTRATION RENEWAL REGISTRATION UPDATE

CHECK WHICH APPLIES

ORIGINAL APPLICATION DATE (IF APPLICABLE): _____

STAFF USE ONLY

REG. NO.: _____ REG. FEE: _____ DATE REC'D: _____ REC'D BY: _____

CHECK NO.: _____ APPR. CODE: _____ EXP. DATE: _____ PARCEL NO.: _____

BONDING INFORMATION

PER ALBANY CITY CODE §133-78.3(B)(7), THE OWNER OF A VACANT BUILDING MUST PROVIDE A "BOND . . . IN THE SUM OF NOT LESS THAN \$10,000, TO SECURE THE CONTINUED MAINTENANCE OF THE PROPERTY THROUGHOUT ITS VACANCY AND REIMBURSE THE CITY FOR ANY EXPENSES INCURRED IN INSPECTING OR SECURING SUCH BUILDING WHEN SUCH BUILDING IS NOT IN COMPLIANCE WITH" THE BUILDING CODE. A COPY OF THIS BOND MUST BE SUBMITTED ALONG WITH THIS APPLICATION.

BONDING COMPANY: _____

AMOUNT OF BOND: \$ _____

THE BOND AMOUNT MUST BE AT LEAST \$10,000, BUT SHOULD BE ENOUGH TO COVER THE COST OF EMERGENCY REPAIR OR DEMOLITION.

I HAVE INCLUDED WITH THIS REGISTRATION A COPY OF MY VACANT BUILDING BOND. YES NO

LEINHOLDER INFORMATION

IF APPLICABLE STATE THE NAME OF ANY AND ALL LIENHOLDERS, THE NATURE OF THEIR INTEREST AND THEIR ADDRESS AND CONTACT INFORMATION.

FIRST LIENHOLDER: _____

ADDRESS: _____

PHONE: _____

ALT PHONE: _____

NATURE OF INTEREST: _____

SECOND LIENHOLDER: _____

ADDRESS: _____

PHONE: _____

ALT PHONE: _____

NATURE OF INTEREST: _____

THIRD LIENHOLDER: _____

ADDRESS: _____

PHONE: _____

ALT PHONE: _____

NATURE OF INTEREST: _____

INSURANCE INFORMATION

INSURANCE CO.: _____

AGENT: _____ AGENT PHONE: _____

AGENT ADDRESS: _____

COVERAGE AMOUNT.: \$ _____

VACANT BUILDING PLAN

FOR A FULL EXPLANATION OF WHAT A VACANT BUILDING PLAN MUST INCLUDE, PLEASE REFER TO THE INSTRUCTIONS INCLUDED WITH THIS FORM.

VACANT BUILDING PLAN (CONT.)

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.

Registrant: _____ **Date:** _____

On Behalf Of: _____
If applicable

Vacant Building Registration Information

Vacant Building Plan. Per Albany City Code § 133-78.3(C) the building owner must submit a vacant building plan along with this registration. Albany City Code § 133-78.3(C) states, in relevant part, as follows.

- (1) If the building is to be demolished, [include] a demolition plan indicating the proposed time frame for demolition
- (2) If the building is to remain vacant, a plan for the securing of the building in accordance with standards provided in § 133-68, if applicable, along with the procedure . . . to monitor and maintain the property in accordance with Article XI, and a statement of the reasons why the building will be left vacant.
- (3) 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

Registration Cost. Albany City Code § 133-78.3(I)(2) sets a fee according to the **date of vacancy**. For the first year of vacancy, the cost is \$250. For the second year, \$500. For the third year, \$1,000. For the fourth year \$1,500. For the fifth year and for every year thereafter, \$2,000.

Additional Documentation. In addition to this form, the registrant must include a copy of all the building's owners' drivers' licenses or, if the building is owned by a

corporate entity, a copy of the entity's articles of incorporation. Additionally, we will need a copy of the bond you have obtained for the vacant property per Albany City Code §133-78.3(B)(7). Finally, if you need to submit additional information, please feel free to append additional documents to this registration form.

Bonding. Albany City Code § 133-78.3(B)(7) requires that a vacant building registrant "[p]rovide a cash bond . . . in the sum of not less than \$10,000, to secure the continued maintenance of the property throughout its vacancy and reimburse the City for any expenses incurred in inspecting or securing such building when such building is not in compliance with this article."

Continued Maintenance. Registration of a vacant building does not absolve the building owner of her or his obligation to maintain the property and the owner will remain responsible for any code violations discovered on the property. In particular, please review Chapter 133, Part 2, Article IX for a full discussion of the responsibility of a vacant building owner to maintain a vacant building.

Registration Renewal. This registration must be renewed on a yearly basis. Failure to timely renew a vacant building's registration will result in a citation for failure to register a vacant building.

Contact Person. The contact person provided in this form must be available on an emergency basis as per Albany City Code §133-78.3(B)(5). The reason for this to provide city officials with a means of contacting a vacant building owner in the event of a fire or other emergency.