

Vacant Building Registration Form
(Complete and return within 30 days of notification)
Must be typed or legibly printed
(518) 279 – 7180

Returned form must be submitted/mailed to:
Bureau of Code Enforcement
433 River Street, Suite 5000
Troy, NY 12180
Attn: Vacant Building Registry

Building Address _____
Owner of Record _____
Owner Address (please include zip) _____
Owner Email _____
Owner Phone _____

Agent Name _____
Agent Address (please include zip) _____
Agent Email _____
Agent phone _____

Contact Person _____
Business Number _____
Other Number _____

Lienholder (1) Name _____
Lienholder (1) Address (please include zip) _____
Lienholder (1) Email _____
Lienholder (1) Phone _____

Lienholder (2) Name _____
Lienholder (2) Address (please include zip) _____
Lienholder (2) Email _____
Lienholder (2) Phone _____

Property Description _____

Vacant Building Plan _____

Sign _____ Title _____
Name _____ Company _____
Date _____

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 Troy Department of Assessment and Taxation, 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 owner has entered into a contract or agreement for property management.
3. CONTACT PERSON PHONE - A responsible party that can be reached at all time 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 Enforcement Officer. The plan, at a minimum, must contain information from one of the following three choices for the property.
 - (a) If the building is to be demolished, a demolition plan indication the proposed time frame for demolition.
 - (b) If the building is to remain vacant, a plan for the securing of the building in accordance with standards provided in Sec. 10-32 (1) (a), (b), (c), (d), & (e), if applicable, along with the procedure that will be used to maintain the property in accordance with Sec. 10-32 (2) (a), (b), (c), (d), (e), & (f) and a statement of the reasons why the building will be left vacant.
 - (c) 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 Enforcement Officer 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 or building codes and must be secured in accordance with Sec. 10-32 (4) (d), if applicable, during the rehabilitation.
7. SIGNATURE - Must be signed by the owner or the designated agent of the property.
8. TITLE & COMPANY - Include the title and company or agent.
9. ***** SUBMIT PAYMENT WITH REGISTRATION LETTER *****