

# VILLAGE OF MENANDS



## VACANT BUILDING REGISTRATION FORM

Per Village of Menands code 64-33 Article III, this form must be filled out by the owner of any building which becomes vacant in the Village. 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.

### PROPERTY INFORMATION

1

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

**PROPERTY SBL #:** \_\_\_\_\_

**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?**  
Yes ☐ No ☐

**HOW LONG HAS THE BUILDING BEEN VACANT?** \_\_\_\_\_

**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.

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. 4

### CONTACT INFORMATION

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:** (\_\_\_\_\_) \_\_\_\_\_

REG No.: \_\_\_\_\_ DATE REC'D: \_\_\_\_\_ STAFF USE ONLY 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.

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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

6

SECTION 64-33 REQUIRED THAT AN INTERIOR INSPECTION BE PERFORMED BY CODE ENFORCEMENT 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:** \_\_\_\_\_

### Fees are payable to the Village of Menands

|                                                    |                                                |                                               |
|----------------------------------------------------|------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> REGISTRATION FEE \$ _____ | <b>APPLICATION VALIDATION (STAFF USE ONLY)</b> | APPLICATION COMPLETE <input type="checkbox"/> |
|----------------------------------------------------|------------------------------------------------|-----------------------------------------------|

### 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:

**(1)** The owner of a vacant building shall pay an annual fee as set forth in Subsection **H(2)** for the period the building remains a vacant building. The fee shall be reasonably related to the administrative costs for registering and processing the vacant building owner registration form and for the costs of the Village in monitoring the vacant building site. Vacant building registration fees will not be accepted until an application is complete.

**(2)** The annual fee shall be \$1,500 and shall be paid no later than 30 days after the building becomes vacant. If the fee is not paid within 30 days of being due, the owner shall be subject to prosecution as prescribed in § 64-38. If a plan is extended beyond 365 days, for each succeeding year that the building remains vacant, the fee shall be \$1,500. All unpaid vacant building fees imposed shall be assessed as a lien against the property concerned and shall be assessed, levied, and collected by the Village like other taxes and assessments. Before the assessment of any lien against the land, the owner, as indicated by the latest records of the Village Clerk's office, shall be provided with notice and an opportunity to be heard. An administrative surcharge of \$25 shall be imposed on all unpaid vacant building fees and shall also be assessed as a lien against the property concerned and shall be assessed, levied, and collected by the Village like other taxes and assessments.

**(3)** The fee shall be paid in full prior to the issuance of any building permits, with the exception of a demolition permit. The fee shall be returned to the owner if, within one year from the date that it was paid, the building is no longer vacant, the Building Department completes all required inspections, and the appropriate permit(s) or certificate(s) are issued by the Building Department.

**(4)** All delinquent fees shall be paid by the owner prior to any transfer of an ownership interest in any vacant building. If the fees are not paid for any transfer, the new owner shall pay the annual fee no later than 30 days after the transfer of ownership, and subsequent annual fees shall be due on the new anniversary date.

**Emergency Action.** The Village of Menands 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 Village of Menands 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 Village of Menands is making no representation that the building is safe or that it will take responsibility for maintenance or monitoring of the building.