

VILLAGE OF CASTLETON  
BUILDING INSPECTOR  
VILLAGE HALL  
85 SOUTH MAIN STREET  
CASTLETON, NEW YORK 12033

VACANT BUILDING REGISTRATION FORM

*(Please complete and return within twenty (20) days — Must be typed or legibly printed.*

**Recent color photos of all exposures of the building must be submitted along with registration form & the appropriate fee.**

(See Reverse for Directions)

Building Address \_\_\_\_\_

Owner of Record: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

(please include zip) \_\_\_\_\_

Owner's Phone: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Agent's Address: \_\_\_\_\_

(please include zip) \_\_\_\_\_

Agent's Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Business Number: \_\_\_\_\_

Other Number: \_\_\_\_\_

Lienholder (1) Name: \_\_\_\_\_

Lienholder (1) Address: \_\_\_\_\_

(please include zip) \_\_\_\_\_

Lienholder (1) Phone: \_\_\_\_\_

Lienholder (2) Name: \_\_\_\_\_

Lienholder (2) Address: \_\_\_\_\_

(please include zip) \_\_\_\_\_

Lienholder (2) Phone: \_\_\_\_\_

Property Description \_\_\_\_\_

Vacant Building Plan: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Sheet of

**OFFICIAL USE ONLY**

Date Rec'd \_\_\_\_\_

**Amt Due** \_\_\_\_\_

Check No. \_\_\_\_\_

Reg. No. \_\_\_\_\_

## **DIRECTIONS FOR COMPLETION OF VACANT BUILDING REGISTRATION FORM:**

1. **OWNER** – Those shown to be the owner or owners on the records of the Village of Castleton Assessment Rolls (or if Town roll is adopted, that roll) 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 (living within Rensselaer County or any adjoining county) 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 indicating the proposed time frame for demolition.
  - (b) If the building is to remain vacant, a plan for the securing of the building, along with the procedure that will be used to maintain the property, 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.
7. **SIGNATURE** – Must be signed by the owner or the designated agent of the property.
8. **TITLE & COMPANY** – Include the title and company of agent.