



Vacant Building Registration Form

*Contact Code Enforcement for assistance (518) 766-3044
Submit completed form within 30 days of notification to:*

*Village of Nassau
Building & Codes Dept., ATTN: Code Enforcement
40 Malden St., POB 452
Nassau, NY 12123*

Building Address	_____
Owner of Record	_____
Owner Mailing Address	_____
Owner Email (if known)	_____
Owner Area Code & Phone	_____
Agent Full Name (if applicable)	_____
Agent Mailing Address	_____
Agent Email	_____
Agent Area Code & Phone	_____
Agent's Contact Person (if applicable)	_____
Business Area Code & Number	_____
Alternate Area Code & Number	_____
Lienholder (1) Name (if applicable)	_____
Lienholder (1) Address	_____
Lienholder (1) Email	_____
Lienholder (1) Phone	_____
Lienholder (2) Name (if applicable)	_____
Lienholder (2) Address	_____
Lienholder (2) Email	_____
Lienholder (2) Phone	_____
Property Description	_____ _____

Vacant Building Plan: **PLEASE ATTACH AS MANY ADDITIONAL PAGES AS NEEDED**

Signature _____	Title _____
Name (print) _____	Company _____
Date _____	

INFORMATION FOR COMPLETION OF VILLAGE OF NASSAU VACANT BUILDING REGISTRATION FORM

1. OWNER - Owner or owners of record on the assessment rolls of the Village of Nassau, 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. LOCAL 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. The agent designated by the owner or mortgagee upon registration as required by this chapter.

3. CONTACT PERSON PHONE - A responsible party that can be reached at all time during business and non-business hours. Please include both business and non-business 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 Code 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 in accordance with standards provided in Village of Nassau Local Law #3 of 2019, chapter 44. Include a statement of the reason(s) why the building will be left vacant.

(c) If the building is to be returned to appropriate occupancy or use following renovation, 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 planning board, zoning, housing, historic preservation, or building codes, and must be secured in accordance with chapter 44 as referenced above, if applicable, during the rehabilitation.

7. SIGNATURE - The form must be signed by the owner or the designated agent of the property.

8. AGENT'S TITLE & COMPANY - Include the title and company name if signed by the designated agent.

9. ***** SUBMIT PAYMENT WITH REGISTRATION FORM ***** See Local Law #3 of 2019, chapter 44, section J "Fees for Vacant Buildings" for details. (Check or money order payable to Village of Nassau)

FEES*:

1st Year - \$500.00

2nd Year - \$1,000

3rd Year - \$1,500

4th & subsequent Years - \$2,000

*Vacant building fees for buildings of 5,000 square feet or greater shall be doubled.

DEFINITION OF VACANT BUILDING OR PROPERTY (Chapter 44 of the Village Code):

A vacant building is a building or property or portion of same which is unoccupied and meets the criteria of New York State RPAPL § 1309 and 44-D and which is: A. Unoccupied and unsecured; B. Unoccupied and secured by other than normal means; or C. Unoccupied and an unsafe building as determined by the Code Administrator or his or her designees; or D. Unoccupied and has multiple housing or building code violations; or E. Occupied in violation of one or more of the provisions of this section.

DEFINITION OF VACANT BUILDING CRITERIA (Chapter 44 of the Village Code):

Pursuant to New York State RPAPL § 1309, a property will be deemed “vacant” if three consecutive inspections of such property conducted 25-35 days apart and at different times of the day show that: 1) no occupant was present and there was no evidence of occupancy on the property to indicate that any persons are residing or occupying the premises there; and 2) the property was not being maintained in a manner consistent with the standards set forth in the New York Property Maintenance Code chapter 3 §§ 301, 302 (excluding 302.2, 302.6, 302.8), 304.1, 304.3, 304.7, 304.10, 304.12, 304.13, 304.15, 304.16, 307.1 and 308.13). Real property will also be deemed vacant if: a) A court or other appropriate state or local governmental entity has formally determined, following due notice to the borrower at the property address and any other known addresses, that such property is vacant; or b) Each borrower and owner has separately issued a sworn written statement, expressing his or her intent to vacate the property and an inspection of the property shows no evidence of occupancy to indicate that any persons are residing there. 4) Evidence of lack of occupancy shall include but not be limited to the following conditions: a) overgrown or dead vegetation; b) accumulation of newspapers, circulars, flyer or mail; c) past due utility notices, disconnected utilities, or utilities not in use; d) accumulation of trash, refuse or other debris; e) absence of window coverings; f) one or more boarded, missing or broken windows; g) the property is open to casual entry or trespass; or h) the property has a building or structure that is or appears structurally unsound or has any other condition that presents a potential hazard or danger to the safety of persons. 5) Real property will not be deemed vacant if, on the property: a) there is an unoccupied building that is undergoing construction, renovation, or rehabilitation that is proceeding diligently to completion; b) there is a building occupied on a seasonal basis, but otherwise secure; c) there is a building that is secure, but is the subject of a probate action, action to quiet title, or other ownership dispute of which the mortgagee has actual notice; d) there is a building damaged by a natural disaster and one or more owner intends to repair and reoccupy the property; or e) there is a building occupied by the mortgagor, a relative of the mortgagor or a tenant lawfully in possession. f) There is an un-occupied building that is otherwise secure and both building, and property are properly maintained.