



# Office of Code Enforcement

## Vacant Building Registration Form

Pursuant to the Code of the City of Binghamton § 265-14, Vacant Building Registry and Maintenance. Please complete & return within thirty (30) days to avoid penalties. Must be typed or legibly printed. See reverse side/below for directions and fees.

### OFFICIAL USE ONLY

GIS/Tax Map #: \_\_\_\_\_  
911 Address: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_  
Registration Complete:  Y  N  
Officer Initials: \_\_\_\_\_

#### 1. PROPERTY INFORMATION

Address \_\_\_\_\_

Square footage of Building \_\_\_\_\_ Number of Stories \_\_\_\_\_

Age of Building \_\_\_\_\_ Most recent Use \_\_\_\_\_

Sprinkler System  Yes  No [Operational  Yes  No / Current Inspection  Yes  No]

Stand Pipe System  Yes  No [Operational  Yes  No / Current Inspection  Yes  No]

Fire Detection System  Yes  No [Operational  Yes  No / Current Inspection  Yes  No]

Elevator  Yes  No [Operational  Yes  No / Current Inspection  Yes  No]

#### 2. OWNER(S)\* OF RECORD \_\_\_\_\_

Primary Address \_\_\_\_\_

Tel. No. \_\_\_\_\_ E-mail: \_\_\_\_\_

#### 3. CONTACT PERSON/REGISTERED PROPERTY MANAGER \_\_\_\_\_

Primary Address \_\_\_\_\_

Business Hour Tel. No. \_\_\_\_\_ Non-Business Hour Tel. No. \_\_\_\_\_

E-mail \_\_\_\_\_

#### 4. LIENHOLDER(S)\* OF RECORD \_\_\_\_\_

Address \_\_\_\_\_ Tel. No. \_\_\_\_\_

#### 5. IS THE PROPERTY LISTED FOR SALE? Yes No If yes, Real Estate Agency Name \_\_\_\_\_

Address \_\_\_\_\_ Tel. No. \_\_\_\_\_

#### 6. VACANT BUILDING PLAN. The owner must submit a **Vacant Building Plan Form**, and such other forms that may be required therein, which complies with one of the following. Please check which applies.

a.  **The building is to be demolished.**

b.  **The building is to remain vacant.**

c.  **The building is to be returned to appropriate occupancy or use.**

**Please note: All required forms must be submitted with this registration form.**

#### 7. SIGNATURE OF OWNER(S):

\_\_\_\_\_

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

\_\_\_\_\_

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

\* Attach a separate sheet for additional owners or lienholders



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## DIRECTIONS FOR COMPLETION OF VACANT BUILDING REGISTRATION FORM:

PROPERTY DESCRIPTION – Provide the requested information.

OWNER – Provide the information for the owner or owners of record or a mortgagee 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 obligations for compliance with the provisions of this article. The address must include a street address. A post office box is not acceptable. Provide a home or business telephone number (Tel. No.). Include an E-mail address.

CONTACT PERSON/REGISTERED PROPERTY MANAGER – Provide the name of a party who is responsible for maintenance of the property. A “contact person” may be an owner, agent, property manager, or registered property manager. The Code of the City of Binghamton (§265-6) requires appointment of a “registered property manager” for “Owners and lessors, or their respective agents, of rental housing units who do not reside or maintain a principal place of business within Broome County, New York or an adjoining county of New York...” (if applicable, rental registration forms can be found online at <http://www.cityofbinghamton.com/dept-code-enforcement.asp>). The address must include a street address. A post office box is not acceptable. The contact person or registered property manager must be reachable by telephone during business and non-business hours. Include an E-mail address.

LIENHOLDERS -- The names and addresses of all known lienholders (lenders) with a mortgage affecting the property. The address must include a street address. A post office box is not acceptable. Provide a business telephone number (Tel. No.).

REAL ESTATE AGENCY. If the property is listed for sale, provide the requested information for the real estate agency.

VACANT BUILDING PLAN --The owner must select one of the three vacant building plans. The plans must be approved by the Enforcement Officer. Please check the appropriate plan, complete and submit the corresponding form(s).

SIGNATURE – Must be signed by the owner(s).

## VACANT BUILDING REGISTRATION FEES

Registration Fee .....	\$ 50.00
*Applicable to all vacant buildings	
Remaining Vacant .....	500.00
*According to 6b	
Non-Completion .....	500.00
*According to 6c	
Returned Checks .....	20.00
Late Charges .....	1.5%
Transferring Ownership .....	all fees must be paid prior to transferring ownership
Unpaid balance .....	added to tax bill w/ \$100.00 fee

*Payment is required at time of registration. Make checks or money order payable to “City of Binghamton”.*

*We thank you for investing responsibly in our community.*