

MIKE SPANO
MAYOR

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ACTING COMMISSIONER



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DEPARTMENT OF HOUSING AND BUILDINGS

VACANT BUILDING REGISTRATION FORM

(LOCAL LAW NO.13-2014, §58-34)

DATE: _____

REGISTRY YEAR: _____

AMOUNT PAID: _____

New Registration

Update of Registration Previously Submitted (must be within 30 days of change)
Effective Date of Registration Change: ____/____/____

Renewal Registration
Date of Original Registration: ____/____/____

DESCRIPTION OF PREMISES: (ATTACH COLOR PHOTOGRAPHS OF ALL FOUR EXTERIOR WALLS)

ADDRESS: _____

BLOCK: _____ LOT(S): _____

_____ Date of Vacancy _____ Estimated length of time building will be vacant (month/years)

Sq. Footage of Building _____ No. of Stories above ground level ____ below ____

OWNER INFORMATION:

NAME(S): _____ ADDRESS: _____

CELL PHONE No.: _____ EMAIL ADDRESS: _____

Is this Owner a

Private;

Corporation (include Certificate of Corporation)

Limited Partnership (include Certificate of Limited Partnership)

Limited Liability Company (include Articles of Organization and list
Names and Addresses of all members on a separate and attached sheet)

Trust EIN OR Estate EIN: _____

Owner Tax ID Number (if applicable) _____

PROPERTY MANAGEMENT INFORMATION (IF APPLICABLE):

NAME: _____

ADDRESS: _____

TELEPHONE No.: _____ CELL PHONE No.: _____

EMAIL ADDRESS: _____

MORTGAGE COMPANY INFORMATION (IF APPLICABLE):

NAME(S): _____

ADDRESS: _____

TELEPHONE No.: _____ CELL PHONE No.: _____

EMAIL ADDRESS: _____

EMERGENCY CONTACT (IF DIFFERENT THAN OWNER):

NAME(S): _____

ADDRESS: _____

CELL PHONE No.: _____ EMAIL ADDRESS: _____

Property Status

Status: () Abandoned () Distressed () Secure () Open and Accessible

Utilities: Electricity () On () Off; Water () On () Off; Gas () On () Off

IF NOT OWNER, PLEASE INCLUDE *ORIGINAL AND NOTARIZED* AUTHORIZATION TO ACT AS AGENT ON BEHALF OF OWNER.

**For vacant building forms and performance guaranty samples,
please visit:**

<https://www.yonkersny.gov/government/departments/housing-buildings/forms-permits>

Please email us at **DHBVACANT@yonkersny.gov** for any further assistance.

APPLICANT TO INDICATE ONE OF THE FOLLOWING: The Owner(s) shall submit permit applications or a vacant building plan containing the information for one of the following:

- If the building is to be demolished, a demolition plan under a permit application filed with the Department of Housing and Buildings, indicating the proposed time frame for the building to be demolished, an affidavit executed by the owner that he will assume all costs associated with the demolition, and a performance guaranty
(DEMOLITION PERMIT APPLICATION REQUIRED TO BE FILED WITH VACANT BUILDING REGISTRATION)

- If the building is to remain vacant, a plan for the securing of the building in accordance with standards provided by the Department of Housing and Buildings, if applicable, such plans must be filed along with the procedure that will be used to maintain the property in accordance with the Yonkers Building Code, and a statement of the reasons why the building will be left vacant and for what time period the building will be vacant, and a performance guaranty, all of which must be acceptable to the Commissioner.
(VACANT BUILDING MAINTENANCE PLAN, ATTACH #1 TO BE FILED WITH VACANT BUILDING REGISTRATION)

- If the building is to be returned to appropriate occupancy or use, a rehabilitation plan for the property and a performance guaranty shall be provided. The rehabilitation plan shall not exceed 365 days, unless the Commissioner 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 the City Code, or with the directions of the Commissioner, during the rehabilitation or until a new certificate of occupancy or certificate of completion has been issued **(BUILDING PERMIT APPLICATION REQUIRED TO BE FILED WITH VACANT BUILDING REGISTRATION)**

Residential: Amount of units in dwelling _____ **Commercial:** Square footage of building _____

Upon the request of the Enforcement Officer, an owner shall provide access to all interior portions of an unoccupied building in order to permit a complete inspection. Nothing contained herein, however, shall diminish the owner's right to insist upon the procurement of a search warrant from a court of competent jurisdiction by the Enforcement Officer or his or her designees in order to enable such inspection, and the Enforcement Officer shall be required to obtain a search warrant whenever an owner refuses to permit a warrantless inspection of the premises. *The undersigned attests to the above information as accurate. Any falsification may result in the denial or revocation of the certificate of registration for a vacant building.*

OWNER (PRINT): _____

OWNER SIGNATURE: _____

IF NOT OWNER, RELATIONSHIP TO PROPERTY: _____

_____ Date ____/____/____
Officer of Corporation, Limited Partnership, Limited Liability
Company or Limited Liability Partnership
Title and Company _____ Date ____/____/____
Agent Signature _____ Date ____/____/____
Title and Company _____ Date ____/____/____

IF NOT OWNER, PLEASE INCLUDE ORIGINAL AND NOTARIZED AUTHORIZATION TO ACT AS AGENT ON BEHALF OF OWNER.

Vacant Building Maintenance Plan

DESCRIPTION OF PREMISES:

ADDRESS: _____

BLOCK: _____ **LOT(S):** _____

If the building is to remain vacant, the following plan for securing and maintaining the building in accordance with the Yonkers Building Code, and the NYS Fire Prevention and Property Maintenance Codes is to be followed. A performance guaranty in the form of a bond or maintenance contract, acceptable to the Commissioner shall be required.

Reason why building will be left vacant: _____

How long will the building be left vacant? _____

Unoccupied buildings, structures, premises or portions thereof shall be secured and protected in accordance with Sections FC311.2.1 through FC311.2.3.

Exterior and interior openings accessible to other tenants or unauthorized persons shall be boarded, locked, blocked or otherwise protected to prevent entry by unauthorized individuals as per FC311.2.1. Date

Secured: _____

Property to be inspected by a maintenance company monthly or more frequently as required.

All accumulations of combustible materials, flammable or combustible waste or rubbish shall be removed as per §FC311.3. Monthly or more frequently as required

Grass Cutting and Garbage/debris removal shall be done bi-weekly or more frequently as required.

CONTACT INFORMATION

For questions or concerns regarding a property registration

Property Registration Department **Email:** _____

For other inquiries please route applicable requests to:

Building and Code Compliance Department **Email:** _____

General Property Preservation **Email:** _____

Mailing Address to send Legal Documents:

Email: _____